

OFFICE OF STRATEGIC SERVICES
WASHINGTON, D. C.

12 July 1945

Mr. Cheston
 TO: ~~Lt. Richard Pulzell~~

FROM: Louis M. Ream

Referring to the attached memorandum from L. Col. Estey regarding the Property Board and the Board of Organization, I feel that the Board should report to the Director through the Deputy Director, Administrative Services. The Property Control Unit, does the actual work for the Property Board, and reports to the Deputy Director, Administrative Services. The head of this Unit, Col. Estey, as Chief of the Property Board, reports to the Director.

This is, of course, an ambiguous situation, and causes considerable conflict and difficulty. It is suggested that the Property Board be placed under the Deputy Director, Administrative Services, and the line of authority from the Board to the Deputy Director, and from the Deputy Director to the Director. This would greatly simplify the organization and set up another unit, a great number of units, reporting directly to the Director.

L. M. Ream
 Louis M. Ream
 Deputy Director
 Administrative Services

USG Form 4101 **6103**
Date _____
To: Mr. L. J. Rosen

*As per our phone
communication*

9.9.7

Office of the Executive Officer

(10449)

Mr. Rham Ser R
(then Major Oppenheimer)

I feel I would like
your reactions to the
contents of the attached
letter to the Director. If
they are favorable then
please forward it
direct as I have signed
it.

I want you to be
fully advised of all
matters relating to the
Property Board and the
Property Control division.
I may ship one now
and then but it won't be

STANDARD FORM NO. 64

RESTRICTED**Office Memorandum • UNITED STATES GOVERNMENT**

TO : The Director, Office of Strategic Services
Washington, D. C.

FROM : Lt. Colonel R. W. Estey

SUBJECT: Property Board and its Table of Organization

DATE: 25 June 1945

1. In accordance with G.O. 9 Rev. Supp 36 dated 4 May 1945, the OSS Property Board was created and is now in existence. In accordance with S.O. 116 dated 9 May 1945, three Members of the Property Board were appointed by the Director. These Members are as follows:

Lt. Colonel Roland W. Estey, Chairman
Major Arthur Oppenheimer, Member
Ensign Vincent L. Buckley, Member

2. Of the Members appointed to the OSS Property Board, only Lt. Colonel Estey is devoting his entire time to the activities of the Board. Major Oppenheimer has a full time activity, directly reporting to Mr. Louis M. Ream, Deputy Director, Administrative Services, while Ensign Buckley is a permanent member of the staff of the OSS Finance Branch.

3. The amount of detail actually presented to the Property Board for necessary action is in such volume that it is impossible for any one person to maintain a steady flow of correspondence "in and out" of the Office of the Property Board. The work of the Property Board, as OSS liquidation becomes more active, is to increase rather than diminish the work of the Board. This detail is a constant request for information of a vital nature as well as a continuous and increasing number of "Reports of Survey". This latter work requires a careful study and analysis of each individual Report of Survey prior to its presentation to the Property Board for necessary action.

4. Under the present limited size of the Board, the Members, so far as any contribution of time and effort is concerned, are not in a position to be of assistance other than to sit as Members of the Board at its regular meetings. Because of these conditions it seems most advisable that a definite "Table of Organization" for the OSS Property Board be determined and approved by the Director.

5. Request is hereby made for the approval of the following "Table of Organization" of the OSS Property Board:

CHAIRMAN - to devote his entire time to the activities of the Property Board and to regulate the activities of the Property Board in accordance with the contents of G.O. 9 Rev. Supp. 36

RESTRICTED

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dated 9 May 1946. To hold the military rank of Colonel, or its equivalent in Navy grade.

VICE CHAIRMAN - to devote his entire time to the activities of the Property Board. To act as a direct assistant to the Chairman of the Property Board, and in the absence of the Chairman, to assume the duties of the Chairman. To hold the Military rank of Lt. Colonel, or its equivalent in Navy grade.

MEMBER - to serve as legal member of the Property Board, and to be assigned by the Office of the General Counsel subject to the approval of the Chairman, OSS Property Board. To attend all meetings of the Property Board and give such legal advice as the Board may require when it is in session or at such other times as the Chairman may require his services in matters of a legal nature. To be a regular member of the Property Board and cast his vote on such matters as may be presented to the Board for action. To hold the Military rank of Major, or its equivalent in Navy grade..

MEMBER - to be assigned by the Deputy Director of Administrative Services from his staff, subject to the approval of the Chairman of the OSS Property Board. To attend all meetings of the Property Board as a regular member and to vote upon such matters as may be presented to the Board for necessary action. As a member of the Property Board he may be assigned duties of a temporary nature by the Chairman of the Property Board, providing such duties relate directly to property matters and such assignments have the approval of the Deputy Director of Administrative Services. To hold the Military rank of Major, or its equivalent in Navy grade.

MEMBER - to be assigned by the Chief of the Finance Branch from his staff, subject to the approval of the Chairman of the OSS Property Board. To attend all meetings of the Property Board as a regular member and to vote upon such matters as may be presented to the Board for necessary action. As a member of the Property Board he may be assigned duties of a temporary nature by the Chairman of the Property Board,

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providing such duties relate directly to any funds utilized in the procurement of property or supplies and that such assignments have the approval of the Chief of the Finance Branch. To hold the Military rank of Captain, or its equivalent in Navy grade.

SECRETARY, OSS PROPERTY BOARD - to be a non-voting member of the OSS Property Board. To attend all meetings of the OSS Property Board for the purpose of taking notes of all actions taken by the Property Board. To prepare, keep and maintain a complete set of Minutes. To act as secretary to the Chairman of the Property Board when not acting in the capacity of Secretary, OSS Property Board. To supervise and maintain files of the Property Board. The Secretary will be a civilian, subject to the rules and regulations of the Civil Service Commission and will pass all requirements of a security nature as established by the OSS. To hold the grade of CAF-7.

SECRETARY - to be assigned as stenographer to the Vice Chairman, OSS Property Board. This employee will act as Secretary of the OSS Property Board in the absence of the regularly assigned Secretary; aid in the maintenance of files; and such other duties as may be assigned by the Chairman or Vice Chairman of the OSS Property Board. This Secretary will be a civilian, subject to the rules and regulations of the Civil Service Commission and will pass all requirements of a security nature as established by the OSS. To hold the grade of CAF-5.

6. It is my desire to increase the Property Board to five (5) voting Members. This seems advisable due to the necessity of much travel by the Chairman and Vice Chairman. This travel will necessitate visits to all parts of the world in the interest of property matters, particularly when liquidation occurs. There is a great volume of work to be done in the matter of reconciliation between property procured and that actually now in existence. This latter activity requires extensive research in the location of property. Under the present limited Board, with the Chairman only directing its operations, work will readily pile up and action on many vital

- 4 -

matters will go unattended until such time as I return from a trip, or, as is now experienced, the detail is so great it is impossible to clear my desk each day.

7. In reality, this request for a five-man Board is an increase of one officer, as Major Hamilton of the General Counsel's Office sits in at all regular meetings; Major Oppenheimer, representing the office of Mr. Ream, Deputy Director, Administrative Services, is now a regular member of the Board; and Ensign Buckley, representing the office of the Chief, Finance Branch, is also a regular member of the Board. The additional officer will actually be that of my assistant and devote his entire time to the OSS Property Board. I see no reason why a member of the Office of the General Counsel should not be a regular member of the Property Board and take an active part in its decisions. I respect Major Hamilton's ability and consider him well qualified to vote on any property situation or condition.

8. I feel it advisable that a representative of Administrative Services Branch be a member of the Property Board. The procurement of property (regardless of source) comes under the jurisdiction of Administrative Services, of which Mr. Louis Ream is Deputy Director, and I believe there is sound justification for representation from that Branch on the OSS Property Board. While I realize that it is the desire of the Director to have policies and other matters relating to accountability and responsibility of property under a separate direction, I do believe there is much to be gained by having on the Property Board a representative of Mr. Ream's office. Major Oppenheimer is now on the Property Board and certainly his regularly assigned duties are those of Mr. Ream's office. To remove Major Oppenheimer (or any other officer on Mr. Ream's staff) to make room for the Vice Chairman would not make for a better or more efficient Property Board.

9. In final consideration of a five-man Property Board, the question of a quorum must be determined. This is especially true in view of the necessity of extensive travel by the Chairman. I wish again to stress the inadequacy of the present Board in the light of its Chairman being the only member whose entire time is devoted to the activities of the OSS Property Board and Property Control Division, of which latter Division he serves as Chief (by agreement with the Deputy Director of Administrative Services). This latter function is a highly important activity, for upon the Property Control Division rests the responsibility of building records which will establish the absolute location of all OSS property. This function is also important since there are no records in existence which definitely establish this factor.

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10. In requesting approval of a "Table of Organization" for the OSS Property Board, I have designated certain grades (or ranks) for its members. In the case of the Chairman, I have designated the rank of Colonel or its equivalent in Navy grade. This may possibly appear to have been done deliberately in order that I may secure promotion to a higher rank. However, this is not my object. I do consider that the responsibilities assigned to the Chairman of the OSS Property Board are such that an officer of the rank of Colonel is deemed advisable. His duties will take him to all parts of the world and his work brings him in association with officers of equal rank, and in many cases of an even higher grade. In the short time since I assumed the duties of Chairman of the OSS Property Board, I have found it necessary to sit in with members of the General Staff of the Army and with General Officers who head divisions of the Army. There is also much work to be done with the Navy.

11. In considering these grades, I wish you would appreciate that I have no desire nor intention, at this time, to request promotion for any member of the staff of the OSS Property Board. There may be some member who, because of his particular ability and activity, would warrant promotion to a higher grade in view of outstanding service. Should this occur then the necessary slots are available. Another consideration is that of the probable necessity of retaining the OSS Property Board long after the majority of officers have been returned to their regular services in civilian life.

12. It is not believed that any additional personnel requested in this communication must through necessity be secured from outside the present OSS organization.

13. It is not my desire to push the approval of this requested "Table of Organization" beyond the sense of good reasoning. I do, however, wish to emphasize the necessity of such a Table. The fact is that there is much work to be accomplished requiring data to be tabulated and recorded from the beginning of OSS, making speed almost a requisite. This is particularly true with liquidation in certain theatres already under way.



R. W. Estey
Lt. Colonel, CAC
Chairman, Property Board

Copies to:

Lt. Colonel Doering
Mr. L. E. Ross
Major Oppenheimer
Ensign Buckley

RESTRICTED
OFFICE OF STRATEGIC SERVICES
WASHINGTON, D. C.

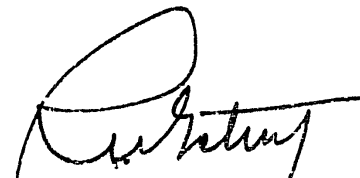
28 June 1945

TO: The Director
FROM: Property Board
SUBJECT: Property Board and Its Table of Organization
 (Supplementary Memorandum)

1. Supplementing my memorandum to you of 25 June 1945, I wish to clarify my statement in the last sentence of paragraph 9.

2. There are property records of a definite nature. I am convinced that every item of property, regardless of the source, has a supporting document of some sort which definitely establishes procurement and delivery to OSS. The record which does not exist is that of the total quantity of each individual item for which OSS is accountable. The record can be established from existing receipted documents on file in the Procurement and Supply Branch for most of U.S.A. accountability and it is to be hoped accountability can be established in the theaters from the files of the Services organization in each of the overseas theaters.

3. I respectfully request that the above be accepted as my viewpoint and intent as regards the statement made in the last sentence of paragraph 9 of my memorandum of 25 June 1945.


 R. W. Estey
 Lt. Colonel, CAC
 Chairman, Property Board

Copies to:
 Lt. Col. Doering
 Mr. Ream
 Major Oppenheimer
 Ensign Buckley

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2 August 1945

**TO : Commanding Officer
Naval Command**

SUBJECT: Letters of Commendation

Herewith three copies of a letter of commendation signed by Lt. Colonel R. W. Estey. These letters are being forwarded for inclusion in the service records of Lt. E. R. Kellogg, Lt. Ralph O. Hoge, and John W. Entz, Sp1c(P).

**PETER F. PUGLIESE
Captain, AUB
Secretariat**

HSC:agp

CONFIDENTIAL

Mod *Files* *Discussed with*

OFFICE OF STRATEGIC SERVICES

Col Estey

INTEROFFICE MEMO

TO: Director, Office Strategic Services, Washington, DATE: 1 August 1945
D. C.

FROM: Lt. Col. R. W. Estey, Chairman, OSS Property Board

SUBJECT: Progress Report OSS Property Board - July 1945.

He will submit requests for individuals as required without a formal T.O.
LEU

1. The operations of the OSS Property Board are such that they may be looked upon as being most favorable. The activities of the Property Board indicates a most active organization with no friction among its members.
2. Due to the small size of the Board it has been felt that alternate members should be authorized, with the Chairman permitted to call upon such alternates when regular members are absent from Washington or if their duties are such they cannot be present. Such authorization has been approved by the Director's office (Mr. Cheston).
3. A Table of Organization was submitted to the Director's Office requesting authority for an increase of the Board to five (5) members. This was personally discussed with Lt. Col. Doering who raised certain objections to a five man Board. By mutual agreement between the Chairman of the Board and Colonel Doering the matter of a larger Board was left in abeyance for further observation and for action at a later date should it seem advisable. However, the other matters covered in the request for a Table of Organization have not been acted upon nor has any reply been received from the Director's Office. These matters are those of a Secretary to the Board; allocation of rank or ratings to the various positions of permanent members and employees of the OSS Property Board; and the allotment of one additional stenographer for permanent duty.
4. The Board during the early part of July found it necessary to send seven (7) enlisted men and two (2) officers to St. Petersburg, Florida, to make a physical inventory of equipment on hand at JANARB. Mission Reports prior to the taking of this inventory were such that an inventory was necessary to check accountability at a later date. This was completed in ten (10) days and the Property Board possesses signed inventories. There will be, as soon as opportunity permits, used to check back property received by JANARB and permit final accountability as well as rebuilding property records. This latter activity is most vital as practically no records of value exist at St. Petersburg at this time.
5. A communication has been forwarded to the Director's Office requesting authority for the Property Board to assume the responsibility

of paragraph four (4) of G.O. 67. No reply has been received to this communication as yet.

6. An oral report has been received from the Chief, Property Control Division, relative to the progress made by that organization in the development of a set of records whereby complete accountability of OSS property could be brought about. The report in effect is that the Property Control Division has done comparatively little to bring about such a record due to the lack of space and personnel. The Chief, Property Control Division made an original statement during the latter part of May 1945, that given the tools with which to work a complete record could be established at the end of approximately six (6) months. Slightly over two (2) months have passed and this activity (and its subsequent objective) is still six (6) months from being completed. The Property Board unanimously voted to incorporate this verbal report in the minutes of the regular meeting held 31 July 1945.

7. The Chairman, OSS Property Board visited Los Angeles between 15 July and 19 July 1945 for the purpose of acquainting the Pacific Coast organization relative to the activities of the Property Board and of the manner in which the Property Board desires accountability and survey of property conducted. The meeting was, I believe, a successful one for it cleared many points about which there has been many months of doubt as to how best to proceed and act.

8. The Property Board has cleared approximately sixty (60) Reports of Survey during the three regular meetings held during July 1945. Approximately one hundred and fifty (150) additional surveys have been presented to the Board for action but these have been returned to the organization or held for further investigation.

9. Considerable discussion has occurred (outside of Board Meetings) with representatives of Branches, Offices, and Units of OSS where particular problems exist. These matters were more for the purpose of clarification prior to submitting surveys yet to be originated. Some discussions were based upon requests for policy and procedure.

10. A draft was submitted to the Director (and approved) whereby all SSO and Chiefs were advised to inaugurate Theatre Property Boards for the purpose of handling surveys in the various theatres and such other places as Property Boards may seem advisable.

R. W. Estey
R. W. ESTEY
Lt. Col., GAC

Chairman, OSS Property Board

Incl. - 1

Deputy Director, Administrative Services,
Washington, D. C.
Lt. Col. R. W. Estey, Chairman, OSS Property Board

1 August 1945

Progress Report - July 1945.

1. It is my desire to report to you that the substance of the progress report submitted for June 1945 is effectually that of July 1945.
2. Progress, due to lack of space does not permit the function of the Property Control Division to carry on any activities other than those formerly conducted by Mr. Christfull.
3. Very little additional personnel has been acquired. This is because it is not the desire of this office to have personnel assigned for whom there are no desks or adequate space to conduct their activities. Excess personnel, unless actually employed, causes confusion and retards the activities of those now employed in specific duties.
4. May I call to your attention that adequate space has not been provided in spite of this Property Control Division having been in existence since 1 May 1945 and actually under my personal supervision since 2 July 1945.

R. W. ESTEY
Lt. Col., CAC
Acting in Supervision Capacity
by mutual agreement with Deputy
Chief, Administrative Services.

cc: Director, OSS

CONFIDENTIAL

17, 27 2
Not in use
1 August 1945

TO : Commanding Officer
Headquarters & Headquarters Detachment

SUBJECT: Letters of Commendation

Herewith two copies of a letter of commendation signed by Lt. Colonel R. W. Estey. These letters are being forwarded for inclusion in the service records of Colonel Aldrich and Colonel Heppner.

PETER F. PUGLIESE
Captain, AUS
Secretariat

HSC:egp

CONFIDENTIAL

OSS EXECUTIVE OFFICE

Date

TO	NAME	INITIALS
	EXECUTIVE OFFICER	
	R. H. Barnes	
	H. van B. Cleveland	
	E. W. Haines	
	J. J. Monigan	
	E. J. Putzell, Jr.	
	K. Thrun	
	Edward G. Wilson	
	John D. Wilson	
	CHIEF, SECRETARIAT	
	GENERAL COUNSEL	
	Secretariat Files	
✓	Director's Files	
	O. G. C. Files	

OSS Form 4153

(67421)

CONFIDENTIAL
OFFICE OF STRATEGIC SERVICES

INTEROFFICE MEMO

TO: General William J. Donovan, Director, OSS

DATE: 9 July 1945

FROM: Chairman, Property Board

SUBJECT: COMMENDATIONS

1. I believe you will appreciate my reactions to the type of service rendered to OSS by certain personnel with whom I have been associated, particularly those on duty in foreign areas. None of these individuals is aware of this communication nor have I discussed with them the subject matter of this memorandum.


2. Lieutenant R. R. Kellogg has achieved an exceptional and outstanding record as Acting Chief, Field Photographic Branch. Not only have his activities in Washington been of a high caliber, but his recent work in the ETO has been of an equally high type. I believe he should receive some reward for his services, and were I in a position to take action I would recommend him for promotion.

3. John W. Entz, Sp1c(P), USNR, London, acting as Supply Clerk for Field Photographic Branch, has rendered a most valuable service. His activities have been conducted under most trying circumstances and conditions. Without a doubt he has a more complete knowledge of supply problems than any other man in Field Photographic Branch holding a comparable assignment. I suggested to the Chief, Field Photographic Branch, ETO, last January the possibility of a Bronze Star Decoration for Mr. Entz as a reward for his services. This is the only suggestion for an award I felt justified on my extended trip.

4. Colonel Aldrich and Colonel Heppner made exceptionally favorable impressions. In my mind they are conducting a high type of activity and their work is a most constructive contribution to OSS. I particularly like the methods used by Colonel Heppner in his direction of activities in China. He has the respect of the Army and secures the cooperation of the Chinese authorities. His entire operation is smooth, steady and efficient. There are no internal politics in OSS China.

- 2 -

5. Lieutenant Ralph O. Hoge, USNR, Chief, Field Photographic Branch, China Theater, is in my opinion the best field operator the Branch has. In the control of his Branch and related activities, he commands the respect of his organization and the highest type of cooperation. Lieutenant Hoge has a comprehensive picture of the entire China Theatre and directs the activities of its Field Photographic Branch with utmost efficiency. He has contributed a high type of constructive activity in the China Theatre despite trying conditions and circumstances in the field. Lieutenant Hoge is a credit to OSS, and if it were possible to promote him, it would materially enhance his effectiveness and standing in the China Theater. If he continues his high type of activity, he would certainly be entitled to serious consideration for a Legion of Merit. The fact that there is a better spirit of teamwork and cooperation among the men of the Field Photograph Branch in China than in any other Branch I visited in the foreign theaters is indicative of Lieutenant Hoge's control of his command.


R. W. Estey
Lt. Col., GAC
Chairman, Property Board

[illegible]

ONE FOUR TWO

Mr. Cheston would like the
attached brought to your attention
as soon as possible; would like you
to take care of it tomorrow (Sat.)

OFFICE OF STRATEGIC SERVICES

INTEROFFICE MEMO

TO: Director, OSS, Washington, D. C.
Attn: Lt. Col. O. C. Doering
FROM: Lt. Col. R. W. Estey, Chairman, OSS Property Board

DATE: 2 August 1945

SUBJECT: Property Accountability.

1. Attached hereto, please find carbon copy of a letter received from Captain Emil V. Hegyi, as well as carbon copy of my reply to him. I believe you will find both letters self-explanatory. I desire to call to your attention the exceptionally poor records of the JANARB Mission at St. Petersburg. Prior to my appointment as Chairman of the OSS Property Board, it was well known throughout OSS that property records of this particular mission were anything but adequate and that much property had been drawn and received by them for which supporting documents could not be uncovered.

2. Shortly, after my assuming the assignment which I now have, I reviewed the various reports made by auditors who had visited St. Petersburg and I readily came to the conclusion that OSS had best get a record of what property was on hand at St. Petersburg as of some specific date. This was done by sending to St. Petersburg seven (7) enlisted men and three (3) officers who completed the physical inventory and received signed statements attached to each specific inventory. These inventories are in our files.

3. These physical inventories do not in any manner constitute a final accountability on the part of Captain Hegyi, but are documents which were felt advisable to secure as an emergency measure.

4. I doubt very much if there is anyone in OSS who can approximate the quantity and value of property which had been delivered to or received by JANARB. This being true it is in my opinion an absolute necessity that Captain Hegyi be retained in OSS until such time as complete accountability can be brought about. I believe you will agree with me that once Captain Hegyi is released from OSS to the Army that Captain Hegyi will first forget all details relative to the property at St. Petersburg and second that it will be a most difficult procedure to secure from Captain Hegyi any statements relative to the full accountability of OSS Property delivered to St. Petersburg.

5. I also would like to record the following, that the Army may at any time, once Captain Hegyi is released by OSS, determine that his services are no longer required by the Army and subsequently he may be released or returned to civilian life. If this latter situation did occur then Captain Hegyi would be well beyond the reach

of OSS and it would be a most difficult situation for all concerned.

6. If Captain Hegyi is released by OSS then the OSS Property Board must look to the Chief of the Special Projects Branch for such accountability as may seem necessary. Any shortages that may be uncovered when the reconciliation of the signed physical inventory and the "to be brought up" property records will, through necessity, have to be accounted for by the Chief of the Special Projects Branch.

7. Under the present circumstances, the OSS Property Board does not consider Captain Hegyi released of accountability in any manner whatsoever and the Board looks to him for an explanation of all shortages if and when reconciliation can be brought about.

R. W. Estey
R. W. ESTEY

Lt. Col., CAC
Chairman, OSS Property Board

Inclosures: 2

- #1 - Ltr. fm. Capt. Hegyi dt 1 Aug. '45. (Copy)
- #2 - Ltr. fm. Lt. Col. Estey to Capt. Hegyi 2 Aug. '45 (Copy)

cc: Chief, Special Projects Branch
Chief, Personnel Procurement Branch
Commanding Officer, Hq. & Hq. Det.
Deputy Director, Administrative Services

Director, OSS, Washington, D. C.
 Attn: Lt. Col. C. G. Deering
 Lt. Col. E. W. Estey, Chairman, OSS Property Board

2 August 1948

Property Accountability.

1. Attached hereto, please find carbon copy of a letter received from Captain Paul V. Hegyi, as well as carbon copy of my reply to him. I believe you will find both letters self-explanatory. I desire to call to your attention the exceptionally poor records of the JAHARS Mission at St. Petersburg. Prior to my appointment as Chairman of the OSS Property Board, it was well known throughout OSS that property records of this particular mission were anything but adequate and that much property had been drawn and received by them for which supporting documents could not be uncovered.
2. Shortly, after my assuming the assignment which I now have, I reviewed the various reports made by auditors who had visited St. Petersburg and I readily came to the conclusion that OSS had best get a record of what property was on hand at St. Petersburg as of some specific date. This was done by sending to St. Petersburg seven (7) enlisted men and three (3) officers who completed the physical inventory and received signed statements attached to each specific inventory. These inventories are in our files.
3. These physical inventories do not in any manner constitute a final accountability on the part of Captain Hegyi, but are documents which were felt advisable to secure as an emergency measure.
4. I doubt very much if there is anyone in OSS who can approximate the quantity and value of property which had been delivered to or received by JAHARS. This being true it is in my opinion an absolute necessity that Captain Hegyi be retained in OSS until such time as complete accountability can be brought about. I believe you will agree with me that once Captain Hegyi is released from OSS to the Army that Captain Hegyi will first forget all details relative to the property at St. Petersburg and second that it will be a most difficult procedure to secure from Captain Hegyi any statements relative to the full accountability of OSS Property delivered to St. Petersburg.
5. I also would like to record the following, that the Army may at any time, once Captain Hegyi is released by OSS, determine that his services are no longer required by the Army and subsequently he may be released or returned to civilian life. If this latter situation did occur then Captain Hegyi would be well beyond the reach

of OSS and it would be a most difficult situation for all concerned.

6. If Captain Nagy is released by OSS then the OSS Property Board must look to the Chief of the Special Projects Branch for such accountability as may seem necessary. Any shortages that may be uncovered when the reconciliation of the signed physical inventory and the "to be brought up" property records will, through necessity, have to be accounted for by the Chief of the Special Projects Branch.

7. Under the present circumstances, the OSS Property Board does not consider Captain Nagy released of accountability in any manner whatsoever and the Board looks to him for an explanation of all shortages if and when reconciliation can be brought about.

R. W. Estey
R. W. ESTEY

Lt. Col., GAO

Chairman, OSS Property Board

Inclosures: 2

#1 - Ltr. fm. Capt. Nagy dt 1 Aug. '45. (Copy)

#2 - Ltr. fm. Lt. Col. Estey to Capt. Nagy 2 Aug. '45 (Copy)

cc: Chief, Special Projects Branch
Chief, Personnel Procurement Branch
Commanding Officer, Hq. & Hq. Det.
Deputy Director, Administrative Services

1 August 1945

TO: Lt. Col. R. W. Estey, Property Board, OSS
FROM: Emil V. Hegyi, Captain, Cav.
SUBJECT: Property Accountability

1. On 31 July 1945 I was notified that orders had been issued relieving me of assignment in OSS, and sending me to Ft. Riley, Kansas.

2. Am I safe in my assumption that having been relieved of assignment in OSS and subject to assignment by the United States Army that I am relieved of accountability of OSS property in the Special Projects Branch where I have been on duty as the Supply Officer of that Branch.

3. I am sure you will recall that a physical inventory of all property was taken and recorded at St. Petersburg, Florida. Does the taking of such an inventory relieve me of property accountability as of the date I signed the inventory to which I have referred?

Emil V. Hegyi
Captain, Cav.

2 August 1945

Subject: Property Accountability

**To: Captain Amil V. Egyi, Cav.
Special Projects Branch, OSS
Washington, D. C.**

1. In reply to your letter of 1 August 1945, whereby you make inquiry as to whether or not being relieved of assignment in OSS relieves you of property accountability, please be advised that the OSS Property Board looks to you for a complete accountability of all property of the JANAB.
2. The fact that a physical inventory was taken of the property at St. Petersburg, Florida, in no manner releases you of the accountability of such property as may have been shipped to JANAB prior to the inventory nor does it relieve you of accountability of property shipped to JANAB since the inventory was taken. It is my understanding that you are still the accountable officer of that particular mission and have not as yet been relieved of accountability nor has a new accountable officer been appointed who is willing to accept the responsibility of future accountability.
3. The OSS Property Board does look to you for a complete accountability of all property which has been shipped to or drawn by JANAB.

**R. W. ESTEY
Lt. Col., CAG
Chairman, OSS Property Board**

Dear Sir
Will you look
into the
matter
and
report
back
to me
when
you
can
Yours
truly
John
Hamilton
Director's Office

MAJOR HAMILTON

Would you please talk with
me about the attached on
Monday (30 July).

O.E.D., Jr.

10 July 1954
Re: [illegible]
Enclosed
Very sincerely
O.E.D.

Office of the [illegible]

OFFICE OF STRATEGIC SERVICES

WASHINGTON 25, D. C.

17.02.
Admin. Sec. 11.
x Property Bd.
x C. C. 11.01

26 July 1945

MEMORANDUM

TO: Mr. Charles Cheston,
Acting Director

FROM: Office of General Counsel

SUBJECT: OSS Property Board

1. The present members of the OSS Property Board feel that the responsibilities involved in their actions make it desirable that at least three members of the Board be present at each of the meetings of the Board. However, General Order No. 9 Revised, Supplement 3, creating the Board, and Special Order No. 116 appointing the members of the Board, make no provision for alternate members who could serve in the absence of a regularly appointed Board member. It appears that there will be many times when one or more of the Board members will be absent because of official duties in other connections.

2. In view of the foregoing, an amendment to Special Order No. 116, appointing alternate members of the Board, is submitted for your consideration and approval if satisfactory.

3. The names inserted in the proposed amendment are intended as suggestions, and it is thought that at least one civilian should be appointed as an alternate member of the Board.

H. H. Hamilton
H. H. Hamilton

SPECIAL ORDER

Number 116 amended

Issued:

Effective:

July 1954

TO: List S

SUBJECT: OSS Property Board

The following are hereby designated
as alternative members of the Property Board
shall act upon designation by the Board
Board in the absence of any of the regular
of the Board:

Maj. George Strawbridge,

Lt. John English, U.S.A.R.

Mr. James Cooley

AG 11 11700001

19 July 1945

MEMORANDUM FOR: Strategic Services Officers and Chiefs, etc.
SUBJECT: Accountability for and Survey of War Property.

1. Your attention is called to the provisions of General Order 9 Rev. Supp. 55 (effective 1 May 1945) creating the GCS Property Board which is charged with the formulation and direction of procedures relating to the accountability of all war property.

2. To insure uniform practices for the handling of such matters, you are hereby instructed to organize in your theater a Theater Property Board consisting of the members to be assigned by Theater Command (which will be). The Theater Property Board will be responsible to the GCS Property Board in Washington and will function under the control of and in accordance with procedures prescribed by the Washington Board.

3. Each Theater Property Board will, in its respective theater, be responsible for:

- 2 -

- (a) Proper accounting for all OSS Property in the theater.
- (b) Survey of all OSS property that has been damaged, lost, destroyed, or become un-serviceable due to fair wear and tear in the theater.

4. All Surveys of OSS property in your theater will hereafter be forwarded to the Theater Property Board for appropriate action. The completed report of survey will be subject to final review by the OSS Property Board in Washington.

5. Instructions to the Theater Property Boards will be forwarded directly to them by the OSS Property Board in Washington.

William J. Solovay
Director

OSS
Form 88 (Revised)

OFFICE OF STRATEGIC SERVICES

OFFICIAL DISPATCH

DATE 16 JULY 45

REC'D

1718 16 JULY 45

TO

SEE BELOW

X

PRIORITY

ROUTINE

DEFERRED

FROM

OFFICE OF STRATEGIC SERVICES

BOOK MESSAGE
EIGHT STATIONS

DISTRIBUTION

(CONFIRMATION TO ORIGINATOR)

(FOR INFORMATION)

Admon. Services
DIRECTOR

FIELD SECTION, SERVICES

U. S. GOVERNMENT PRINTING OFFICE 16-57883-1

TRANSMITTED IN CODE OR CIPHER

SECRET

#34344.	USTRAVIC, LONDON.	(OUT 17204)
#22014.	PARIS, FRANCE.	(OUT 17205)
#0604.	AMZON, GERMANY.	(OUT 17206)
#39954.	CASERTA, ITALY.	(OUT 17207)
#54227.	GUSTAV, CAIRO.	(OUT 17208)
#29447.	SIGEX, KANDY.	(OUT 17209)
#19637.	CHAFX, KUNMING.	(OUT 17210)
#15927.	MAWOL, CHUNGKING.	(OUT 17211)

SECRET

TO ALL STRATEGIC SERVICES OFFICERS AND CHIEFS OSS
FROM 109.

1. FOR REASONS READILY UNDERSTOOD, PLEASE ESTABLISH
IMMEDIATELY YOUR THEATER PROPERTY RECOVER PROCEDURE SET FORTH
BELOW.

2. ALL OSS AND GOVERNMENT PROPERTY, CLOTHING, AND
EQUIPMENT WILL BE RECOVERED FROM OSS PERSONNEL (INCLUDING DETACH-
MENTS) PRIOR TO THEIR DEPARTURE FROM YOUR THEATER, EXCEPT (A) AL-
LOWANCE CLOTHING ISSUED TO ENLISTED MEN, AND CLOTHING PURCHASED BY
OR FOR OFFICERS AND CIVILIANS, (B) MINOR EQUIPMENT OR CLOTHING ACTU-
ALLY REQUIRED FOR JOURNEY, (C) CLOTHING OR EQUIPMENT ACTUALLY RE-
QUIRED FOR CONTINUED OR NEW MISSION IN INTER-THEATER TRANSFERS OR
PERSONNEL ONLY.

3. FOR PROPERTY RECOVERED ISSUE RECEIPT IN TRIPLICATE-
ORIGINAL TO RESPONSIBLE PARTY; DUPLICATE COPY TO PROPERTY RECOVERY
UNIT, ADMINISTRATIVE SERVICES, OSS/WASHINGTON, VIA AIR POUCH; TRIP-
LIGATE RETAINED FOR YOUR ACCOUNTABLE RECORDS. INSTRUCT INDIVIDUALS
CONCERNED TO PRESERVE ORIGINAL RECEIPTS FOR SUBMISSION TO PROPERTY
RECOVERY UNIT, U. S., ON THEIR ARRIVAL HERE, OR TO APPROPRIATE SER-
VICE OFFICE.

INITIALS OF "RELEASING" OFFICER

IT IS FORBIDDEN TO DISSEMINATE THIS CABLE
WITHOUT AUTHORIZATION OF THE SECRETARIAT

SECRET

FORM 100-1

OFFICE OF STRATEGIC SERVICES

OFFICIAL DISPATCH

PAGE 1

DATE

FROM: OFFICE OF STRATEGIC SERVICES

TO:

TRANSMIT

-2-

SECRET

VICES OFFICER AT DESTINATION, IF TRANSFERRING TO ANOTHER THEATER.

4. LIST OF MINOR EQUIPMENT OR CLOTHING RETAINED BY TURNEE UNDER PARAGRAPH 2B ABOVE WILL BE AIRPOUCHED TO PROPERTY RECOVERY UNIT, WASHINGTON, ACCOMPANYING DUPLICATE COPY OF RECEIPT FOR PROPERTY RECOVERED IN EACH CASE.

5. IN CASE OF INTER-THEATER TRANSFERS, REPORT OF ALL PROPERTY TRANSFERRED SHOULD BE MADE BY OSS CHIEF FROM WHOSE THEATER PERSONNEL IS DEPARTING TO NEW OSS CHIEF CONCERNED WITH A COPY TO PROPERTY RECOVERY UNIT, WASHINGTON.

6. ALL OSS PROPERTY, CLOTHING, AND EQUIPMENT TURNED IN SHOULD BE REPORTED PERIODICALLY TO DEPUTY DIRECTOR, ADMINISTRATIVE SERVICES, OSS/WASHINGTON. INSTRUCTIONS CAN THEN BE GIVEN TO THE NEW OSS CHIEF AS TO WHAT TO DO WITH THIS PROPERTY; I.E., SHIP IT TO WASHINGTON, SHIP IT TO NEW THEATER, OR TURN IT BACK TO PROPERTY RECOVERY UNIT, WASHINGTON, AS CASE MAY BE.

TOD:	LONDON	0205	17 JULY 45
	PARIS	0205	17 JULY 45
	AMZON	0205	17 JULY 45
	CASERTA	0206	17 JULY 45
	CAIRO	2334	16 JULY 45
	KANDY	2222	16 JULY 45
	KUNMING	2222	16 JULY 45
	CHUNGKING	2222	16 JULY 45

SECRET

FILE COPY

WJD

IT IS FORBIDDEN TO REPRODUCE THIS CABLE
WITHOUT AUTHORIZATION FROM THE SECRETARIAT

OFFICE OF STRATEGIC SERVICES

INTEROFFICE MEMO

TO: Mr. Cheston

FROM: OSS Property Board

SUBJECT: THEATER PROPERTY BOARDS

DATE. 6 July 1945

1. Under the provisions of General Order No. 9 Rev. Supp. 35 (Effective 1 May 1945), the OSS Property Board is charged with (a) the formulation and direction of policies and procedures regarding accountability for all OSS property regardless of its location or the manner by which such property was acquired by OSS, and (b) the survey of OSS property physically located in the continental United States that has been lost, damaged, destroyed, or become unserviceable due to fair wear and tear.
2. In order to accomplish the purposes of this order and to establish uniform procedures in accounting and survey of property owned by OSS in the various theaters of operations, it is recommended that Theater Property Boards be established by the SSO in each of the theaters. Instructions to this effect addressed to the SSO's are attached hereto for your signature if this procedure meets with your approval.
3. While the Theater Property Boards will be created by the SSO's, their actions regarding the accounting for property will be directed by and will be based upon procedures prescribed by the OSS Property Board in Washington. Reports will be made to the OSS Property Board on all action taken.
4. Each Theater Property Board will also serve as the Survey authority for OSS property in its theater that has been lost, damaged, destroyed or become unserviceable due to fair wear and tear. Reports of Survey will be subject to final review by the OSS Property Board in Washington rather than by the Army, and will accordingly be forwarded to the OSS Property Board rather than to the Army as has been previously done in some instances.
5. The OSS Property Board in Washington will prepare and distribute to the Theatre Property Boards complete instructions as to procedures, etc. covering accountability of property, responsibility for property and survey of OSS property.

W. Henry L. Col. - Chairman

OSS EXECUTIVE OFFICE

Date

TO	NAME	INITIALS
	EXECUTIVE OFFICER	
	R. H. Barnes	
	H. van B. Cleveland	
	E. W. Haines	
	J. J. Monigan	
	E. J. Putzell, Jr.	
	R. Thrun	
	Edward G. Wilson	
	John D. Wilson	
✓	CHIEF, SECRETARIAT	
	GENERAL COUNSEL	
	Secretariat Files	
	Director's Files	
	O. G. C. Files	

U.S. Form 4-1

69420

DRAFT

MEMORANDUM

TO: Strategic Services Officer (ETO, MESTO, NESTO, I-B, CHINA)

FROM: The Director

SUBJECT: Accountability for and Survey of OSS Property

1. Your attention is called to the provisions of General Order 9 Rev. Supp. 35 (effective 1 May 1945) creating the OSS Property Board which is charged with the formulation and direction of procedures relating to the accountability of all OSS property.

2. To insure uniform practices for the handling of such matters, you are hereby instructed to establish in your theater a Theater Property Board consisting of three members to be assisted by Theater Counsel (where assigned). Said Theater Property Board will be responsible the OSS Property Board in Washington and will function under the control of and in accordance with procedures prescribed by said Board.

3. Each Theater Property Board will, in its respective theater, be responsible for:

- (a) Proper accounting for all OSS Property in the theater.
- (b) Survey of all OSS property that has been damaged, lost, destroyed, or become unserviceable due to fair wear and tear in the theater.

- 2 -

4. All Surveys of OSS property in your theater will hereafter be forwarded to the Theater Property Board for appropriate action. The completed Report of Survey will be subject to final review by the OSS Property Board in Washington.

5. Instructions to the Theater Property Boards will be forwarded directly to them by the OSS Property Board in Washington.

TOP SECRET NO 3 CONFIDENTIAL

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

FROM : CHAIRMAN, OSS PROPERTY BOARD

SUBJECT: PROGRESS REPORT - OSS PROPERTY BOARD
COVERING THE PERIOD 1 JUNE 1945 to 30 JUNE 1945

DATE: 5 July 1945

1. Although the OSS PROPERTY BOARD became an active phase of the Office of Strategic Services effective 1 May 1945, based upon G.O. No. 9, Rev. Supp. 35, no progress occurred during May due to the absence of the Chairman on a foreign mission. The Chairman returned to the United States on 28 May 1945.

Submitted as follows is Progress Report for June 1945:

2. The Property Board has endeavored to carry on its two primary functions, (1) to determine policy and procedure relative to the accountability of all OSS property, and (2) to constitute a Board of Survey relative to OSS property within the continental limits of the United States.

3. Acting as a Board of Survey, 137 surveys have been submitted by Branches and from other sources within OSS. Of this number, one (1) has been prepared in a manner satisfactory for presentation to the Board for action. This has necessitated the return of surveys for corrections, affidavits and other supporting documents, additional information, etc. Probably the greatest factor in the submission of incorrect and incomplete surveys is the apparent lack of knowledge and information as to their preparation. I am not taking an arbitrary stand because as a means of protection to OSS and the Property Board their proper preparation is necessary. This number of surveys (137) cannot be accepted as an indication of future activity in the matter of surveys. My observation and experience in the field prompts me to state definitely that the number of surveys already received is a very small percentage of what will develop to be a normal average for a month.

4. There has been extensive activity in formulating policies and procedures for the Property Board, especially in an endeavor to fit in policies and procedures adaptable to all foreign theatres and the United States as well. I believe the Property Board is fully aware of the liquidation called for in the United States, European, Mediterranean and Middle East Theaters of Operation, and the need for speed in our activities to bring accountability in all places is fully realized. It is felt that careful consideration in these early weeks of our operations will avoid adjustments on our part at a later date.

- 2 -

5. Certain clarifications of G.O. 9 Rev. Supp. 35 have been requested of the General Counsel's office. They have been most cooperative and have given considerable time to furnishing information.

6. The Property Board has taken action relative to the stock records of JANARS, St. Petersburg, Florida, which were in a chaotic condition. It was necessary to take an actual physical inventory there in order that an accounting could be made at a later date. Three (3) officers and seven (7) enlisted men were sent to St. Petersburg to complete this inventory. The enlisted men were borrowed for a period of ten days. The inventory has been taken and attested to by two officers.

7. The Property Board has not as yet issued any instructions to the Property Control Division regarding the Division's activities. At present adequate space for its operations is not available. Advice has been received that it may be another 30 to 60 days before the required space can be made available. No requests for necessary personnel for the Property Control Division have been made due to the present inadequate space.

8. Two requests for an Assistant to the Chairman of the Property Board have been made. One of the officers was outside this organization and could not be acquired because of the importance of his present duties to the Army. The other request was for Major Ralph Redford of SO, but the Director's office ruled his value was greater to that Branch than to the Property Board. Major Redford has been assigned to the China Theatre and is enroute to his assignment. A request has been made to the Personnel Procurement Branch for an officer to meet special requirements of the Board; this request was made on 30 June 1946.

9. Two Meetings of the Property Board have been held. All members were present. In my opinion much has been accomplished in establishing a definite policy and procedure as regards the future accountability of OSS property.

10. Minutes of Board Meetings have been distributed to certain members of the Director's Office.

E. W. Batey
E. W. Batey
Lt. Col., OAC
Chairman, OSS Property Board

4404

3/28

Ref. 5

~~2441 130004~~

To

Lansdown

John Ford

To

2

Col.

Mr. Ford says this is
 for our information only not our
 action. He is of the opinion
 that each of the complaints
 might have been avoided if
 Smith had taken necessary steps
 before departing.

CFC

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : General William J. Donovan

DATE: 21 March 1946

FROM : Lester G. Houck

SUBJECT: Attached memorandum on travel to the China theater

I think that you will be interested in certain administrative faults which have been made evident by the attached memorandum from H. Lee Smith, Chief, Reports Section, Detachment 22.

Insofar as this person was concerned, everything possible was done by the Reporting Board, and it was to process him as quickly before departure. It is clear that neither the Reporting Board nor the proper administrative committee were able to facilitate travel to the China theater.

The attached memorandum is forwarded for the information of the Board.

Lester G. Houck
 Chief, Reports Section
 Detachment 22

SECRET

C O P Y

HEADQUARTERS
OFFICE OF STRATEGIC SERVICES CHINA THEATER
SI BRANCH

APC 627
10 March 1945

To : Dr. Lester Houck, Chief, Reporting Board, Washington, D.C.
From: H. Ben Smith, Chief, Reporting Board, APC 627
Subj: Report

1. The undersigned and Lt. Thomas Harris left the city of New York 30 January 1945, and I arrived at this headquarters on 4 March. Lt. Harris has not yet arrived.

2. Passage through North Africa and the Middle East was without event.

3. Upon arrival at Karachi, all original plans were taken up, and Lt. Harris and I were sent to the Government Depot under the India-Burma Command. Notification of our arrival was sent to Delhi, which headquarters notified us. Upon receiving authorization from Chungking, the original plans for China, Delhi sent our release to Karachi where we were cut for me, and I was turned over to V.I. to await a lift on a two priority. Lt. Harris was not included in that order, but Lt. McKay, who had joined me at Karachi, was included. It is my understanding that the above plan of clearance was changed and personnel are now flown directly to a new station original priority and are kept there for final clearance by orders from headquarters, China Theater.

4. Mr. Lawson and Mr. Dooly of X-2, stationed at Karachi, are extremely helpful to all OSS personnel.

5. Captain Andrews of Services maintains a rear office at 202 outside Chabua and is in daily communication with Karachi. He helps in expediting OSS personnel and can, if necessary, get them flown by CHAC. He told me that he can clear seven into the if they get to Chabua. I have learned since that, due to the shortage of quarters, there are only a certain number of men designated for China.

6. I am faced with several difficulties that I cannot yet had settled in Washington. For your information, I list the other civilians who might be coming here:

- (a) I must go into uniform.
- (b) I must go on vouchered funds.

SECRET

CONFIDENTIAL**CONFIDENTIAL**

**HEADQUARTERS AND HEADQUARTERS DETACHMENT
OFFICE OF STRATEGIC SERVICES
24TH & F STREETS, N.W.
WASHINGTON, D. C.**

10 January 1945

370.5 (6 Jan 45)

SUBJECT: Invitational Travel Orders, Shipment IJ-529-PE.**TO : Personnel Concerned.**

1. On or about 23 January 1945 the following named civilians of the Office of Strategic Services are authorized and invited to proceed by rail from Washington, D.C. to the New York Port of Aerial Embarkation, Fort Totten, New York, reporting upon arrival to the Commanding Officer thereof for processing and air transportation to an overseas destination under Shipment IJ-529-PE via IJ-441. Upon arrival at overseas destination personnel should report to the Commanding General thereof for duty with the Office of Strategic Services:

John A. Bristow
Horatio Ben Smith

(UST-3-2571-USG)
(UST-3-2571-USG)

2. Travel by military aircraft is directed as necessary in the public service for the accomplishment of an emergency war mission. Necessary vaccinations and immunizations, including smallpox, tetanus, typhoid, cholera and typhus should be completed prior to departure from the United States. All expenses will be borne by the OSS. If transportation by water is provided on an Army transport, or by air on aircraft of Air Transport Command, no fare will be assessed.

3. The officer in charge of the port of aerial embarkation is requested to issue such items of equipment deemed necessary by him for the travel involved. Baggage to accompany individuals by air will be limited to sixty-five (65) pounds, should be marked with owner's full name, and should accompany owner to port of aerial embarkation. Baggage should not be marked so as to disclose the overseas destination. Each individual is authorized an excess baggage allowance of fifty (50) pounds.

4. Personnel should advise correspondents, at the appropriate time, that their post office address until further notice will be: Individual's name; APO 18490 - c/o Postmaster, New York, N.Y. Upon arrival at destination they should use the APO address of the troops at that place and advise correspondents promptly of the new address.

5. **AUTHORITY:** WD TAGO ltr, file AG 210.31(1 Jan 45)OB-S-E-M dtd 6 January 1945, subject: Travel Orders, Shipments IJ-943-NY, IJ-943-NZ, IJ-441-PA, IJ-943-PB, IJ-136-PC, IJ-136-PD and IJ-529-PE.

By order of Colonel PITZ:

This document contains information affecting the national defense of the United States within the meaning of the Espionage Act, 50 U.S.C. 31 and 32, as amended. Its transmission or the revelation of its contents in any manner to an unauthorized person is prohibited by law.

H. W. Kunkle
H. W. KUNKLE,
1st Lt., QMC,
Asst. Adjutant.

CONFIDENTIAL

Total				% of WT Total		
	No	WT (000) (lbs)	Vol (000) (cu ft)	ETO	MEFO	FIFO
Jan						
Feb	320	1,438	165.5	50.4	18.9	23.7
Mar	259	1,765	91.9	45.9	7.6	42.5
Apr	263	1,611	81.6	53.9	11.8	34.3
May	367	2,200	102.0	30.2	33.9	14.9
Jun	385	3,033	146.1	44.8	30.2	14.9
Jul	484	7,085	130.9	62.5	19.6	17.9
Aug	517	2,817	135.2	25.1	42.5	10.5
Sep	530	3,103	135.1	31.2	10.1	1
Oct	591	2,110	106.4	1.3	22.2	21.5
Nov	580	1,216	112.2	2.1	19.0	94.9
Total	4,045	11,661	1,019.4			
Avg	1'	6,915	172.3	20.9	26.3	
Jennell	367	2,514	135.4			
		1,250				

The average 1.1' is based on 6 9/16" and repeats 1.1' at 1' intervals.

7.00 2514

OFFICE OF STRATEGIC SERVICES

WASHINGTON, D. C.

SECRET

14 December 1944

TO: General William J. Donovan

FROM: Lou's M. Room

Attached is a cargo reconciliation for all of November covering shipments made by the company and the Supply Branch to all theaters of 1953.

You will note that this shows a total for the eleven months of 27, 41, 93 jumps to a total of 4,045 shipments. Since the shipments to CH and MPTO have decreased the November shipments may decrease over all previous months back as far as April. However, shipments to CH and MPTO in the future will probably increase somewhat as to round out the 40,000 shipments program. Informal report.

The writer feels that this is a very fine record of an excellent student.

S. M. Pease
 President
 Secretary
 Treasurer

SECRET

Cargo Accumulation as of
30 November 1961

SECRET

Jan & Feb	March	April	May	June	July									
119	57	56	105	118	118									
77	52	55	57	123	122									
53	42	58	30	17	51									
50	46	52	85	165	137									
<u>21</u>	<u>32</u>	<u>16</u>	<u>29</u>	<u>22</u>	<u>30</u>									
320	259	263	367	365	185									
728,551	810,913	853,591	744,503	1,300,808	844,438									
381,435	758,755	560,118	324,002	751,473	1,277,559									
121,601	27,958	40,148	383,311	40,846	32,886									
149,868	106,109	149,844	700,280	581,271	1,355,710									
<u>59,215</u>	<u>61,553</u>	<u>7,680</u>	<u>20,910</u>	<u>8,300</u>	<u>2,600</u>									
1437,770	1,765,369	1,611,404	2,200,051	3,041,678	7,084,678									
121,090.0	27,410.0	23,422.4	44,210.4	44,904.2	114,602.1									
24,773.2	57,311.1	49,562.4	23,488.9	36,553.8	10,570.1									
5,051.0	3,001.0	2,551.0	8,302.7	2,656.3	11,434.3									
6,359.6	3,225.5	5,719.0	32,180.6	62,196.0	24,001.4									
<u>5,459.0</u>	<u>3,975.8</u>	<u>350.3</u>	<u>2,020.6</u>	<u>272.8</u>	<u>11.8</u>									
165,532.8	94,523.4	91,605.1	101,283.2	146,690.1	23,423.1									
No.	Wt.	Cu.	No.	Wt.	Cu.	No.	Wt.	Cu.	No.	Wt.	Cu.	No.	Wt.	Cu.
37.40	50.40	70.56	33.59	45.53	26.87	34.82	52.40	20.70	30.57	30.52	40.09	30.81	14.76	30.01
24.06	23.74	14.56	20.07	42.97	60.39	22.27	54.76	60.74	28.03	11.75	21.30	31.95	24.68	24.99
14.57	9.15	3.05	16.23	1.58	3.16	15.38	2.49	3.13	8.66	17.65	7.60	4.82	1.34	1.81
15.63	8.75	3.74	17.76	6.04	3.39	21.05	9.30	7.01	24.56	36.33	29.18	27.27	28.95	42.40
<u>6.54</u>	<u>6.92</u>	<u>1.29</u>	<u>12.35</u>	<u>3.48</u>	<u>4.19</u>	<u>6.48</u>	<u>.47</u>	<u>.62</u>	<u>8.38</u>	<u>.55</u>	<u>1.82</u>	<u>5.71</u>	<u>.27</u>	<u>.19</u>
100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

SECRET

August

148	100
179	250
49	30
119	100
<u>22</u>	<u>40</u>
517	530

720,862	1,000,000
877,089	4,321,886
50,935	106,327
1,200,798	1,018,566
<u>27,611</u>	<u>1,404</u>
2,877,295	2,205,232

33,925.49	45,885.3
38,154.8	17,475.7
2,370.9	6,570.2
59,098.0	114,972.6
<u>1,757.4</u>	<u>222.2</u>
135,306.59	185,126.0

23.675
537.047
<u>40.820</u>
2,310.424

55.804
200.401
<u>1,120</u>
1,876,097

7,300 / 2,514,243

2,514,243

1,257,121

No.	Wt.	Cu.	No.	Wt.	Cu.	No.	Wt.	Cu.	No.	Wt.	Cu.
20.63	25.05	25.08	20.00	51.22	24.79	17.89	2.30	1.66	6.38	3.43	2.06
30.62	30.48	28.19	48.66	13.51	9.44	43.33	71.66	80.39	75.34	62.02	61.00
9.48	1.77	1.75	7.36	3.32	3.55	5.79	1.03	.66	3.97	2	
35.02	41.73	43.68	20.38	20.38	62.10	23.46	23.24	15.59	12.76	12.11	11
4.25	1.97	1.30	5.40	2.5	2.2	1.53	1.70	1.70	1.55	0.06	
100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	

No.	Wt.	Cu.
25.44	40.94	31.27
40.09	31.63	37.64
2	2.31	0.45
11.2	24.12	27.00
1.87	2.03	1.19

SECRET

DATE: 10/06/04

CLASS: UNCLASSIFIED

OSS Form 4151

Date

F. L. J.

To:

Lt. K. A. C.

CSC wants on
those sections

- marked "XX"

typed up in
minutes of meeting shown
to B. for his
info.

Done
Office of the Executive Officer

11/3/44 C&D

(30449)

NO

as

055 11/2 1952

To: LT

CSC

those sent

marked

typed up

Carl Daring
Please examine
the writing
to Special
Funds
D

Date: 12/12/44To: General William J. Donovan CSEAttached: Memo from Louis Ream for

I believe it would be desirable to tell Louis Ream that when John O'Gara leaves us some four and a half months later, you will not appoint his successor without obtaining a recommendation from Louis Ream as well as from your other assistants; that you will carefully consider his recommendation but must, of course, make such final decision as seems to you in the best interests of the Agency.

G EDWARD BUXTON

J. Drick -

I don't go along with Louis Ream that he should have the right to approve or disapprove the successor to O'Gara. I can't imagine selecting a man who would not be acceptable

Branch heads to this act. Ryan

② Mr. Charles
① To Col Austin
and Col Downing
for comment

OFFICE OF STRATEGIC SERVICES
WASHINGTON, D. C.

147475
Belmont's signature
Considered a...
...
...

4 December 1944

TO: General William J. Donovan
 FROM: Louis M. Ream

Mr. O'Gara gave me a copy of a proposed General Order governing personnel administration and concentration in one place. The writer agrees with the principles upon which this action is suggested. However, in view of the close relations necessary at all times between Civilian Personnel, Budget, and Finance, the writer feels that one of the main reasons for his willingness to agree with the suggested order is that the person who is to head the concentrated set-up, Mr. O'Gara, will be entirely cooperative. However, it is understood that he does not intend to remain with OSS for a long period. In such a case the writer feels that he should be consulted and have the right to approve or disapprove the successor to Mr. O'Gara.

In Paragraph 2, Subdivision d, the statement is made that "Personnel Location Directory and locator cards for military and civilian personnel will be maintained by Special Funds at the appropriate theatre headquarters". The writer does not believe that it would be proper for Special Funds to maintain such records, as these records are a part of personnel, with which Special Funds has no connection. Special Funds does not have facilities nor access to the necessary information to maintain the suggested records. These records should be maintained by the adjutant in the various offices.

Paragraph 3 states that there will be established in each theatre of operations - London, Caserta, Kandy, and Myitkyina - a Personnel Office. It is believed that such an office should also be established in Kunming or Chungking, as it will be difficult to keep track of personnel in China from Myitkyina.

-2-

It is noted that in this proposed General Order the term "naval personnel" is not directly used. The military personnel is not always clearly understood as including naval personnel. X

The writer is prepared to cooperate in every way with Mr. O'Gara and feels that some authority should be granted to him to participate in the selection of Mr. O'Gara's successor, the same as in his appointment.



Louis M. Room
Deputy Director
Administrative Services

*Amis ADP
Files*

General Donovan:

Would you like to have the
Secretariat try its hand at such
an order?

RT

To Secretariat

STANDARD FORM NO. 64

SECRET**Office Memorandum • UNITED STATES GOVERNMENT**

TO : General Donovan

DATE: 25 November 1944

FROM : Mr. Cheston

SUBJECT:

1. I attach memorandum prepared by O'Gara which should be considered as a statement of general principles which he thinks should be taken into account in drafting an order.

2. In general I agree with his suggestions but would like to make the following specific comments:

a. The office should be that of the Deputy Director Personnel. The title of the office head should be "Deputy Director Personnel" rather than "Personnel Director".

b. He has included Medical Services. I think this worth serious consideration. While most of the functions of

c. In his section on personnel relations, thought should be given to including among the functions responsibility for action necessary in connection with personnel missing in action, and injured or taken prisoner. At present this is vested in the branches, and it has become apparent that centralization and coordination is necessary.

d. O'Gara's paragraph 3 suggests a Personnel Office for each theater of operations. In the Far East we should consider whether the personnel office should be confined to the place where the SSO is located or whether, as in the case of Detachment 101, the Detachment should have its separate personnel office functioning under the control of the theater personnel officer.

e. In order for this new branch to function efficiently, it would be much better if it could all be housed in one place. This would require 18,000 sq. ft. or two floors in South Building. The obstacle in the path of doing this would be that other branches would have to be moved to the Coliseum. It is doubtful that this would be feasible at this time.

f. Consideration should be given to having the Deputy Director, Personnel, take over the functions of the committee on welfare and promotion of enlisted men. It is thought that so far as promotions of officers are concerned the present Officers Board should be continued.

Charles S. Cheston
Charles S. Cheston

SECRET

OFFICE OF STRATEGIC SERVICES

OFFICIAL DISPATCH

DATE

October 24, 1944

REC'D

October 24, 1944 1:44 P.M.

TO

USTRAVIO, LONDON

PRIORITY

ROUTINE

DEFERRED

FROM

OFFICE OF STRATEGIC SERVICES

DISTRIBUTION

OUT 21086

(CONFIRMATION TO ORIGINATOR)

(FOR INFORMATION)

DIRECTOR

SECRETARIAT

U. S. GOVERNMENT PRINTING OFFICE 16-57883-1

TRANSMITTED IN CODE OR CIPHER

SECRET

#77034. 154 from 100.

We have arranged for O'Carra to study the administration of our entire personnel and related matters. This is most necessary and most urgent undertaking in view of (A) contemplated economies which we are desirous of effecting without delay, (B) the proper servicing of needs in the Far East and (C) appropriate handling of individuals returning from overseas assignments in all theaters.

We have given careful consideration to the matter and feel that O'Carra is best qualified to make the survey. Have obtained his services for this purpose for limited period. However, we cannot leave SI at loose ends in order to have him commence his new work. There is no one here equipped to run the branch and we feel it advisable for you to return in order to take over.

Unless there is strong reason for Youlman's continuing the INITIALS OF "RELEASING" OFFICER

IT IS FORWARDED TO YOU BY THE SECRETARIAT WITHOUT ATTACHMENT OF THIS CABLE

OFFICE OF STRATEGIC SERVICES

OFFICIAL DISPATCH

PAGE 2

DATE Oct. 24, 1944

FROM: OFFICE OF STRATEGIC SERVICES

TO: USTRAVIC, LONDON

TRANSMIT

SECRET

with Bruce, Morgan and you together suggest that you meet Toulmin in Caserta and return to Washington not later than 10 November. If need be Toulmin can proceed to ETO for conferences after talking with you. On balance believe your presence in Washington more necessary than your trip to Far East at this time.

10/24/44 2:23 P.M. WJD

IT IS FORBIDDEN TO COPY OR REPRODUCE THIS CABLE
WITHOUT AUTHORIZATION FROM THE SECRETARIAT

19.10.44
Administrative Division
General Donovan
Director of Personnel
Personnel Branch

OFFICE OF STRATEGIC SERVICES
 WASHINGTON, D. C.

CONFIDENTIAL

19 October 1944

TO: General William J. Donovan
 FROM: Louis M. Ream
 SUBJECT: Consolidated OSS Personnel Organization

The writer heartily agrees that all personnel management in OSS should be consolidated under one responsible head. Unlike the normal Government agency, OSS must utilize for its wartime operations military, naval, and civilian personnel. Headquarters, Naval Command, Civilian Personnel Branch, and Personnel Procurement Branch should be so combined under one head. It is at once apparent that a civilian head is imperative, due to the military, naval, and Civil Service liaisons involved. Mr. O'Gara would be a very happy choice.

It is the definite conviction of the writer that a serious organizational fault of OSS has been the fact that all personnel functions and budget have not been combined. The basic reasons for this conviction are as follows:

1. Whoever is designated to have the responsibility of OSS liaison with the Bureau of the Budget must have the responsibility for control of personnel, as budgetarily they cannot be separated. This is especially important in the light of agency relations with the Bureau of the Budget. The Bureau of the Budget looks to the person having control of personnel for proper control of the ceilings and positions in the agency. It has previously been somewhat difficult to maintain such relations on a proper basis, due to lack of complete personnel control. Therefore, the combination of personnel and budget control would be organizationally sound and would be the only complete basis entirely acceptable to the Bureau of the Budget.

CONFIDENTIAL

CONFIDENTIAL

-2-

2. From the standpoint of proper agency organizational direction, budget and personnel should not be separated. Whoever directs the personnel program of OSS must be the one to suggest organizational set-up to you.

3. No proper program for the utilization of personnel including the forecasting of future needs can be consummated unless such a combination of personnel and budget exists.

4. Budgetary and classified positions must be available for appointment of personnel. This is necessary for both service and civilian positions for the following reasons:

a. The Bureau of the Budget considers service personnel in the same light as civilian personnel as far as filling budgetary positions is concerned.

b. Before a person can be appointed to a Civil Service position there must be a classified position set up for the proposed incumbent. The same should be done for service positions so that proper salaries and classifications are available if the position is filled eventually by a civilian replacing the service person. This is especially necessary in the case of professional people who like to feel that, in addition to their service rating, a professional classification has been set up for them. It is also especially desirable in case of termination of an employee from service with the agency.

Therefore, if personnel is taken out of Administrative Services the Budget and Procedures Branch should go with it. Such a separation should also include the Finance Branch as they work very closely with the Budget and Procedures Branch. It is your decision to make, but it is the opinion of the writer that centralized personnel control should be retained in Administrative Services with Mr. O'Gara heading it, if he is your choice. He would certainly be most acceptable to the writer, as he is a most capable and efficient person. He should be appointed Assistant Deputy Director, Administrative Services, in charge of Personnel and Budget. In recognition of his

CONFIDENTIAL

CONFIDENTIAL


-3-

efficient, faithful, and long service with OSS, Mr. Mayo should be officially designated as Assistant Deputy Director, Administrative Services, in charge of everything except Personnel and Budget.

Such a centralization of personnel in Administrative Services would maintain the present relations with the Bureau of the Budget without any unfortunate disturbances in such relations as might be caused by the writer being removed from budgetary control. This is not a matter of personalities but simply that the officials of the Bureau of the Budget would be of the opinion that representations made to them by the writer in recent months did not carry much weight.

The basic principles of the necessity for non-separation of budget and personnel, but not the relations of same to Administrative Services, have been discussed with Mr. O'Gara, who does not see their validity. The writer is free to admit that such a combination is not only unnecessary in private business but undesirable. However, in the field of Federal Government administration and regulations, it is not only desirable but absolutely necessary. Mr. O'Gara is naturally viewing the matter from the standpoint of private business.

This memorandum is submitted in accordance with your request.



Louis M. Peahr
Deputy Director
Administrative Services

CONFIDENTIAL

14,847C

OFFICE OF STRATEGIC SERVICES
WASHINGTON, D. C.

SECRET

18 November 1944

TO: General William J. Donovan

FROM: Louis M. Ream

Referring to the control the writer is exercising on civilian personnel, I beg to advise that OSS as of 1 October 1944 showed a decrease of 89 persons over 1 September 1944. Of this number, 31 were military and 58 civilian.

October will show a considerably larger decrease, as Services is sending out approximately 100 persons this month from Washington to the Far East and they will not be replaced.

L. M. Ream
Louis M. Ream
Deputy Director
Administrative Services

SECRET

14.847C
Administrative Services
X P. 15 SEP 44
OFFICE OF STRATEGIC SERVICES
WASHINGTON, D. C.

SECRET
✓

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L. M. Ream
Louis M. Ream
Deputy Director
Administrative Services

SECRET

Gen. Donovan

CONFIDENTIAL

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Cac

15 November 1944

TO : Mr. Charles S. Cheston
FROM : Colonel E.F. Connely
SUBJECT: Personnel Branch

Having been removed from a partisan position as Chief of Personnel Procurement Branch, I believe I am now in a better position to suggest a solution of this situation than I was formerly.

I think that one of the difficulties that has always existed in getting interested parties to agree to a centralized procurement office has been a perfectly natural objection to being placed under a Chief who has either been associated with PPB or Administrative Services. Jealousies, that while understandable, have been invalid reasons for opposing a progressive and necessary development.

Accordingly, if a branch were set up which would have as its head, a man selected by the Director, who in addition to being competent and fair and had never been identified either with PPB or Civilian Personnel, it is my opinion that the resistance would quickly dissolve.

The front office has appointed Mr. John O'Gara to make a study of this problem and while I have no thought of making his report for him, I can't help but feel from conversations with him that he will recommend a central "Procurement Branch" with military personnel, civilian personnel and naval personnel sections constituting the branch as a whole - each with its Chief, and with the Personnel Branch Chief reporting directly to the Director's office.

O'Gara would of course make an ideal "Chief of Personnel" but he might be disqualified on the basis of his having made the report.

Sumner Williams who has had broad experience in the personnel field both in industry and with OSS, and who in STO was equally acceptable to civilian and military personnel, is available for an assignment. By temperament, maturity, education

CONFIDENTIAL

CONFIDENTIAL**Personnel Branch (Contd)****15 Nov 1944**

and experience, I think he is qualified to head this branch. In addition to his administrative ability and his knowledge of OSS, he has a very keen interest in the proper method of covering service with OSS so that personnel will leave with not only the best of feeling toward the organization but with a clear understanding of their "Security" responsibilities. Knowing how interested the Director is in this final phase this additional qualification of Mr. Williams' is of more than passing interest.

E.F.C.

Copy to
General Donovan

CONFIDENTIAL

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

SECRET

TO : Brig. Gen. William J. Donovan

FROM : Louis M. Ream

SUBJECT:

DATE: 12 July 1944

One of the very direct and important functions of Administrative Services is the responsibility of providing housekeeping, guards, motor transport, etc. for overseas missions. The Administrative Services organization in Washington must provide the necessary slots, and in a great many cases the necessary personnel, especially in officer grades.

The writer is not certain as to what formal procedure has been set up so that Administrative Services can be advised of commitments for such services as missions and operations in the field are approved in Washington. If no such formal procedure has been set up it is suggested that the OSS administration in Washington, centered in yourself for transmission through the Secretariat, should, in all instances, advise Administrative Services at the earliest possible moment all such responsibilities which are accrued as new operations and missions are authorized.

The writer will be glad to discuss this matter with you.

D,

L. M. Ream
 Louis M. Ream
 Deputy Director
 Administrative Services

SECRET

OFFICE OF STRATEGIC SERVICES
WASHINGTON, D. C.

SECRET

21 July 1944

TO: Brig. Gen. William J. Donovan
FROM: Louis M. Ream

Arrangements will be made to send four fiscal and four Civilian Personnel representatives to ETO. One of each will be required for London, one each for Paris, one each for Berlin and one each in the Low Countries, when invasion is completed.

In regard to the fiscal officers, they will be needed to take care of necessary vouchered funds payments of all types in these various places. Furthermore, they will have an important role in the cleaning up process in these areas, which will be necessary when the OSS job is done.

The same is true of the Mediterranean area where similar personnel will be or are being sent to Cairo, Algiers, Bari, and Siena.

Similarly in FETO such personnel will be needed at New Delhi or Calcutta, whichever works out best, Kandy, Kunming and/or Chungking.

The Civilian Personnel representatives will fulfill important functions in the regulation of field service positions and similar personnel matters.

L. M. Ream
Louis M. Ream
Deputy Director
Administrative Services

SECRET

Service 14,577
Plan: Langer
[Signature]

OFFICE OF STRATEGIC SERVICES
 WASHINGTON, D. C.

SECRET

31 May 1944

TO: Col. G. Edward Buxton
 FROM: Louis M. Ream

Referring to memoranda of 24 and 29 May and my conversation with Col. Doering late yesterday afternoon, after careful consideration, the writer is still convinced that adequate assumption of the large responsibilities involved requires complete control of the Services operations.

As stated in previous memoranda, one of the main responsibilities of Services is to see that materiel of the proper kind and in the proper amounts is procured and delivered to the overseas personnel, also to render overseas and in this country all of the services necessary for the maintenance and operation of OSS, outside of intelligence and operational functions.

Since these are primary and basic responsibilities, for which Services, and Services alone, will always be blamed if not properly assumed, they cannot be undertaken without full authority.

The writer is in a job now where full authority has been accorded him by Dr. Langer and any accomplishments effected have been a direct result, applicable to R & A administrative functions both in this country and overseas.

As a matter of comparative effectiveness of his services to OSS, the writer would not want to give this up to attempt to do a job without full authority and hence with consequent frustration.

L. M. Ream

SECRET

14,547

OFFICE OF STRATEGIC SERVICES
WASHINGTON, D. C.

SECRET

29 May 1944

TO: Col. G. Edward Buxton

FROM: Louis M. Ream

Referring to my memorandum of 24 May I am enclosing herewith a copy of a suggested cable to be sent to General Donovan if, in your opinion, you wish to go through with the matter.

I feel that it is essential for a good job to be done in Services for the initial and basic responsibility to center in Washington. The non-integration of Services overseas with those in Washington has resulted in difficulties in maintaining the overseas organization and through it supplying OSS personnel with the necessary material, which is the direct function of Services - to obtain and deliver in the field to the persons requiring same.

The initial requisitions for such material are placed with Services and non-delivery will always cause criticism of Services, even if delivery is not made due to causes not under the direct control of Services. The entire and complete responsibility, from time of procurement to time of delivery in the field, should, therefore, be Service's.

As stated in my memorandum of 24 May, unless this complete authority is delineated at this time the writer definitely feels that he would be of more value to the agency in his present position.

L. M. Ream

To

Mr. Chester

Col. Donovan

for comment & return
BRB

SECRET

OFFICE OF STRATEGIC SERVICES
WASHINGTON, D. C.

SECRET

24 May 1944

TO: Col. G. Edward Buxton
FROM: Louis M. Ream

I am deeply appreciative not only of the honor of being offered the Services responsibility in OSS, but also of the manner in which it was presented to me.

As I told you, no one could possibly fail to realize the grave responsibilities and breadth of horizon involved, nor fail to recognize the challenge inherent in this position. However, its tremendous responsibilities cannot and should not be assumed without adequate authority for the proper accomplishment of necessary objectives.

In my particular case, this is also necessary as a matter of comparative usefulness to the agency. Anything that has been accomplished in the R & A Branch Administrative Office is due to the complete authority, cooperation, and support accorded the writer by Dr. Langer and therefore the credit for any such accomplishments is entirely his, as no progress could have been made except for his breadth of vision and delegation of authority. This is a present existing fact and the writer would not wish to assume the responsibilities of the OSS Services organization without specific assurance of the duties, responsibilities, and authorities enumerated below. Without such definite delineation, the writer could be of more value to the agency in his present position.

1. The title necessary for the prestige and value of the position should be Deputy Director, Services, as it is a staff and not a branch function.
2. Mr. W. M. Mayo should be designated Assistant Deputy Director, Services. This is necessary not only to

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-2-

give him authority to act in the absence of the Deputy Director, Services, but is only adequate recognition for the splendid job he has done for Services.

3. Services in this country and overseas should be definitely integrated under the direct control of the Deputy Director, Services, with the provision that overseas Services officers shall operate under the jurisdiction of the Theatre Strategic Services Officer (General Order No. 37), shall not be transferred without prior approval of the Director, OSS (General Order No. 40), and shall in all instances report to the Deputy Director, Services, in all Services matters. This is extremely essential to enable Services in Washington to properly assume responsibility for the organization and functioning of Services in the field.
4. In Washington, Services should have the functions and responsibilities as outlined in the original General Order No. 9, issued 3 January 1943, except that the Special Funds Branch, Communications Branch, and Medical Services Branch should remain in their present separate status.
5. Two very important functions of Services are Finance and Personnel. Recent rumors have been that Budget was to be taken out of Services and put in the Administration Building. This should not be done, as proper finances control cannot be made effective with divided control of the complete function. Civilian personnel should be under the direct control of Services and should not remain in its present amorphous state.
6. Services should have control of transportation of cargoes to ultimate destination overseas. At present it has the responsibility for procurement and transportation of such cargoes only to the proper port of embarkation, but Services' basic responsibility is to see that such cargoes be made available in the field.
7. Services should be considered as a necessary integral part of OSS and as such should have an

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-3-

adequate T/O, which would be drawn up within its own organization and be made available to it. An inadequate T/O can defeat its entire purpose.

8. All matters of International Aid should be a direct responsibility of Services.
9. A General Order appointing a new Deputy Director, Services, should contain all of the above detailed responsibilities so that a clear operating function be defined. If a revision of General Order No. 9 is contemplated, it should embody the above Services functions.

As previously stated, the writer feels that unless the above is accomplished, he would be of greater value to the agency in his present position, where, due to the affection and high regard he has for Dr. Langer and the staff of the R & A Branch, the present position is not only very pleasant but is of great value in being a contributing member to a Branch, in his opinion, the permanent backbone of OSS.

Although the following is not a matter under any jurisdiction of the writer, on account of his high regard, esteem, and affection for Lt. Col. Sears, he would not want to assume the Services position unless Col. Sears is not being demoted and in his new position will be afforded a complete opportunity to do the splendid work for which he is so ably qualified.

S. M. Pearson

SECRET

OSS FORM 1001a

Date _____

To: _____

✓
✓
Please return to Mrs. O'Donnell.

A.S.

*orig. not
returned*

Office of the Secretariat

(9139)

File - "Services"

14, 110

Procurement Branch

X Procurement

X Supply Branch

X Theater Officer

23 March, 1944

TO: Brig. Gen. William A. Donovan

THROUGH: The Secretariat

FROM: OSS Theater Officer

SUBJECT: Procedure re Requisitions for Theater Supplies,
Originating in OSS, Washington, Headquarters

1. A study has disclosed that a considerable volume of requisitions for Theater supplies originate with Branches in Washington. This practice is contrary to the desire of the Procurement and Supply Branch which prefers that all requisitions for Theater requirements stem from the appropriate Services Officers in the several Theaters. It also is at variance with the procedure stipulated in A.G.400, for OSS overseas supply procurement.
2. To provide proper coordination and expedition of the inevitable supply requisitions which will originate in Washington, it is recommended that the Procurement and Supply Branch of Services, Washington, be instructed not to accept or give recognition to such requisitions until they bear the notation of having cleared through the appropriate Theater Officer. The Theater Officer would have no right to refuse or disprove the requisition. His function pertaining thereto is to become familiar with the need for the supplies ordered -- that the requisitions are in accord with authorized projects, that the Strategic Services Officer approves of their procurement, and that their dispatch is properly timed. He will thereafter aid in expediting the transmission of the desired items.
3. Your approval is requested of the foregoing recommendation so that the Procurement and Supply Branch may inform the Branches of such revised procedure.

AK
 Atherton Richards
 Colonel, AUS
 OSS Theater Officer

SECRET

24 May 1944

TO: Col. G. Edward Buxton

FROM: Louis M. Ream

I am deeply appreciative not only of the honor of being offered the Services responsibility in OSS, but also of the manner in which it was presented to me.

As I told you, no one could possibly fail to realize the grave responsibilities and breadth of horizon involved, nor fail to recognize the challenge inherent in this position. However, its tremendous responsibilities cannot and should not be assumed without adequate authority for the proper accomplishment of necessary objectives.

In my particular case, this is also necessary as a matter of comparative usefulness to the agency. Anything that has been accomplished in the R & A Branch Administrative Office is due to the complete authority, cooperation, and support accorded the writer by Dr. Langer and therefore the credit for any such accomplishments is entirely his, as no progress could have been made except for his breadth of vision and delegation of authority. This is a present existing fact and the writer would not wish to assume the responsibilities of the OSS Services organization without specific assurance of the duties, responsibilities, and authorities enumerated below. Without such definite delineation, the writer could be of more value to the agency in his present position.

1. The title necessary for the prestige and value of the position should be Deputy Director, Services, as it is a staff and not a branch function.
2. Mr. W. M. Mayo should be designated Assistant Deputy Director, Services. This is necessary not only to

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-2-

give him authority to act in the absence of the Deputy Director, Services, but is only adequate recognition for the splendid job he has done for Services.

3. Services in this country and overseas should be definitely integrated under the direct control of the Deputy Director, Services, with the provision that overseas Services officers shall operate under the jurisdiction of the Theatre Strategic Services Officer (General Order No. 37), shall not be transferred without prior approval of the Director, OSS (General Order No. 40), and shall in all instances report to the Deputy Director, Services, in all Services matters. This is extremely essential to enable Services in Washington to properly assume responsibility for the organization and functioning of Services in the field.
4. In Washington, Services should have the functions and responsibilities as outlined in the original General Order No. 9, issued 3 January 1943, except that the Special Funds Branch, Communications Branch, and Medical Services Branch should remain in their present separate status.
5. Two very important functions of Services are Finance and Personnel. Recent rumors have been that Budget was to be taken out of Services and put in the Administration Building. This should not be done, as proper finances control cannot be made effective with divided control of the complete function. Civilian personnel should be under the direct control of Services and should not remain in its present amorphous state.
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7. Services should be considered as a necessary integral part of OSS and as such should have an

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-3-

adequate T/O, which would be drawn up within its own organization and be made available to it. An inadequate T/O can defeat its entire purpose.

8. All matters of International Aid should be a direct responsibility of Services.
9. A General Order appointing a new Deputy Director, Services, should contain all of the above detailed responsibilities so that a clear operating function be defined. If a revision of General Order No. 9 is contemplated, it should embody the above Services functions.

As previously stated, the writer feels that unless the above is accomplished, he would be of greater value to the agency in his present position, where, due to the affection and high regard he has for Dr. Langer and the staff of the R & A Branch, the present position is not only very pleasant but is of great value in being a contributing member to a Branch, in his opinion, the permanent backbone of OSS.

Although the following is not a matter under any jurisdiction of the writer, on account of his high regard, esteem, and affection for Lt. Col. Seare, he would not want to assume the Services position unless Col. Seare is not being demoted and in his new position will be afforded a complete opportunity to do the splendid work for which he is so ably qualified.

S. M. Peare

SECRET

Glavin to Services Officer
19 Jan. '44

Serials 13, 755

x Instructions
x NATO

DISTRIBUTION LIST 2 - 1 - 44

1. Col. Sears
2. Mr. Howland
3. Maj. Chapin

SECRET

Copy for Capt. Henderson
19 January 1944

(R) Classified in private

Lawrence R. B. ...
copy

19 January 1944

TO: Services Officer

FROM: Colonel Glavin

1. Until further orders, I wish you to send the daily report on the assignment of vehicles and their use to me each morning for the previous day. I want a report made of all of our vehicles. Those that are beyond repair are to be disposed of with the minimum loss to us. Those that can be repaired are to be taken out of the motor pool and placed at such a location where the repair work can be accomplished with the minimum delay. Thus the motor pool should have in it only those cars which can run. I want the motor pool officer to operate as follows: no cars are to be assigned to individuals. All cars are to be in the pool. Each time a vehicle is dispatched, a trip ticket is to be made out for the trip. This ticket, in addition to having the usual information required for a check on the condition of the vehicle and a report in the event of accident, should be signed by the senior person responsible for using the vehicle and these tickets should be turned in by the driver on his return and form the basis for the daily reports of vehicles. Certain vehicles you will assign for regular daily runs, as for example, a vehicle which is to run on a bus schedule to and from the billets occupied by our female employees. Another example is a car and one jeep operating for the use of the Commanding Officer on call, along to his call. However, from this note, you will see that there is to be no change and that vehicles are not to be assigned to individuals. If you need drivers, get them. See Mr. Triggs in respect to any security problem involved in regard to all drivers.
2. Tell the motor pool officer that I believe all of our drivers should receive today a talk on military courtesy and security. I wish you to see that this is done and I want a report in regard to it. Furthermore, I wish a talk to be given periodically at least once a month on other subjects, when in your judgment it is necessary.
3. I have been told that petty thievery continues at sixty. This must be stopped. The tendency has been to assign the cause to harassing Arabs or other civilians. This has never been proved and I am inclined to doubt its veracity. I take no accusations against our own personnel, but I do hold you responsible to see that this is stopped and to take appropriate action in the event that a direct investigation reveals that the fault lies within rather than without our organization.
4. I also want you to have the billeting officer make a weekly survey of all of our billets in Algiers. In at least one case, I believe it is in Algiers, I have a woman employee who is living with a French woman in a single room under conditions which are obviously undesirable. I want a better billet for her as first priority. Secondly, I want the billeting officer to get a comfortable place large enough to accommodate our female employees and suitable as a billet for American citizens.
5. I want the mess officer to report to you in regard to his arrangements for feeding our enlisted personnel and also his proposals to improve the messes at Algiers, at Magnol and at Ninety. My own observation is that the messes be improved as well as the service. More china is needed and linen and silver. You have my

SECRET

-2-

authority to buy these items wherever you can get them. Have the lights in the outside mess at Magnol improved. The wattage is too low and there should be shades on the rafter lights, as well as extensions permitting table lights. Secure either a wooden duck board with narrow openings, not over 1/2" wide, or some other floor covering for the tile floor at the Pergola mess at Magnol. Also employ additional civilian help, after checking with Mr. Briggs, who will act as mess attendants. I want our mess attendants to wear white coats and I want them to be examined physically since they are food handlers. To sum up, I want the whole motor pool situation looked into with the delays and faults corrected. Also I want the wholesomeness situation improved and extended without delay. Finally I want our billeting situation re-examined, with appropriate changes made so that our employees may live more comfortably with adequate service, appropriate transportation facilities, and all reflecting that degree of good judgment and dignity which mark the conduct of our American activities here.

6. I know you are doing a good job and I know you have a bigger one ahead of you. These suggestions of mine are made in order to permit you to do a better job. I want you to come to me daily or phone me on each of these points. It is not necessary for me to take the matters up individually with you, but it is necessary for you to do so and see that they are told what is to be done and that they do it.
7. I wish you would visit Magnol with your billeting officer and look at the area which is adjacent to Commander Potter's office. I think you should have a duck board floor, similar to the one I described for the mess, made for the tile floor of the porch. Then have the sides filled in, as in the mess, and run a canvas over the top, have the two sides and roof inclosed with wood and windows so that we may use the space as an office. It will be necessary to furnish it, with lights, and run an extension of my telephone from my room or office to the improved office. Have your carpenter fix the door that leads to this room.
8. Tell the security officer what your plans are and have him add that into his responsibility for clearing out classified documents daily. Discuss the matter with Captain Newhouse and Mr. Briggs.
9. I also want your billeting officer to make a daily inspection until further orders of the grounds and building of Magnol to correct the following conditions:
 - (a) bathroom facilities which are not only inadequate but are damned unsanitary;
 - (b) debris around the grounds which is unsightly, unsanitary, and unbecomingly;
 - (c) dirt in the communications room in the basement which should be whitewashed and cleaned up. Also there is an opening in the wall from the communications office to the furnace room which should be closed up to prevent the entry of coal gas.
10. Your motor pool officer should examine the field adjacent to Magnol with a view to using a part of it as a parking area when he has secured material to level off the space and insure that it will be adequately drained and useful.

SECRET

-3-

11. In addition, we should, until that space becomes available, mark off clearly parking spaces on on the roadway near Wagnol. If necessary, there should be an off-loading point. Certainly, the spaces for vehicles should not only be marked but their use should be supervised. If this cannot be done as a part of the duty of the M.P. guard now provided, he should get an extra man for this duty alone.

W. J. P. GLAVIN

SECRET

SECRET**OFFICE OF STRATEGIC SERVICES
WASHINGTON, D. C.****MEMORANDUM****3 April 1944**

TO: General William J. Donovan

**SUBJECT: Materials, Supplies and Equipment
Received and Shipped in March 1944**

1. The summary below shows the volume of cargo handled by the Procurement and Supply Branch during the month of March 1944:

Weight in pounds received	1,523,429
Weight in pounds shipped	2,467,706
Weight in pounds packed and crated	960,000
Weight in pounds transhipped at Port of Embarkation	560,000
TOTAL WEIGHT HANDLED	5,411,135

C. M. Sears, Jr.
C. M. Sears, Jr.
Lt. Colonel, AUS
Chief, Services

cc: Col. Strong

SECRET

SECRET

OFFICE OF STRATEGIC SERVICES
WASHINGTON, D. C.

Services 8.13.665
Procurement Branch
X Secretary

1944 FEB 22 PM 5 17

MEMORANDUM

22 February 1944

TO: Gen. W. J. Donovan

SUBJECT: Materials, Supplies and Equipment
Received and Shipped in January 1944.

1. The summary below shows the very heavy volume of cargo handled by the Procurement and Supply Branch during January:

Weight in pounds received	2,405,904
Weight in pounds packed and crated	1,245,458
Total weight picked up and delivered - all points	<u>4,218,592</u>
TOTAL WEIGHT HANDLED	7,869,954

2. The complement at Station "V" under Captain Wiener, has been doing an outstanding job of receiving, packing and moving cargo under difficult conditions of manpower and motor vehicle shortages.



C. M. Sears, Jr.
Lt. Colonel, AUS
Chief, Services

cc: Col. Buxton
Mr. Mayo

1944 FEB 23 PM 2 10

SECRET

FROM:

SECRET

ROUTING AND RECORD SHEET

Accession No.

Date Rec'd CA

GE Miller

To	Room No.	Rec'd	Pwd'd.	Officer's Initials	Comments
1. Col. Buzton		CHAL			
2. <i>Wm O'D</i>					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

76
N. Putzick
5

Each comment should be numbered to correspond with number in To column.

A line should be drawn across sheet under each comment.

Officer Designations should be used in To column.

Each Officer should initial (check mark insufficient) before further routing.

Action desired or action taken should be indicated in Comments column.

Routing sheet should always be returned to Registry.

For Officer Designations see separate sheet.

SECRET

OFFICE OF STRATEGIC SERVICES
WASHINGTON, D. C.

SECRET

October 9, 1943

MEMORANDUM

TO: Colonel G. Edward Buxton
FROM: Gerald E. Miller
SUBJECT: Officers for Services

The European Theater Office was last week requested to approve the transfer of two officers to the Services Branch. This office was advised by Captain Ball that it had not been definitely decided that such officers were in fact to be deployed in the European Theater, and that for an indefinite time they were to act as inspectors for a Time Delay Device on behalf of the Procurement and Supply Branch. These facts immediately brought two questions to mind: one of procedure and one of broad general policy which will be considered below in the order named.

1. Col. Buxton and Col. Hoag have taken a very strong stand against the charging of personnel who are to remain indefinitely in the U.S., against the overseas allotment. Capt. Ball stated that the two officers in question, in view of their duties, would have been charged against the continental allotment if positions had been available. Failing this, it had been decided that the officers would be charged against the overseas allotment of the European Theater. This decision was directly counter to the policy of Col. Buxton and Col. Hoag as understood by the European Theater Officer.

2. Major Sears advised this office that he considered the Services allotment from the various branches as a recruitment pool. Thus, when officers were available, he intended to charge them to whatever Theater allotment was available, even though later they might be assigned to another Theater. The Theater Officer has been advised by the OSS Mission London and by the Secretariat that autonomy of its T/A, to a certain degree at least, has been granted to London by General Donovan. Proceeding on this assumption, London has been recruiting certain personnel in the Theater when available. Obviously considerable difficulty will arise if London recruits men for positions which are already encumbered by a

Page 2

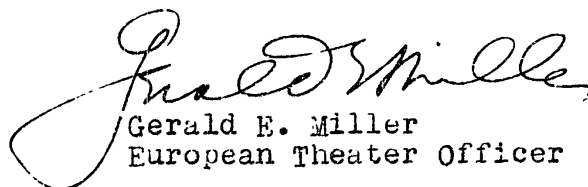
SECRET

October 9, 1943

Washington branch for use in some other or an undefined Theater.

The above considerations were made known to Major Sears and were in turn discussed by the Theater Officer with Major Oliver and Col. Bigelow. Furthermore, Capt. Ball had stated that, if the Theater Officer could not see his way clear to charging these officers to the European Theater allotment, they would be charged elsewhere. Moreover, Services has an allotment of only 17 officers for the entire Theater which now has a total of 330 officers and enlisted men awaiting transport in addition to military personnel now in the Theater, totalling approximately 100. Also, it is planned to open three country establishments on or before November 1st. Captain Robert H. Alcorn is the only individual, who, to our knowledge has been dispatched by the Services Branch to the Theater prior to this date. Four officers and eleven men are currently awaiting transport. In view of these circumstances it was suggested that the officers in question be charged to some Theater other than the European.

This statement is merely for the record and is not intended to prolong the discussion of the matter. However, this office would greatly appreciate a statement of official policy on the two points raised in (1) and (2) above.


Gerald E. Miller
European Theater Officer

S E C R E T

- 2 -

DIRECTOR'S OFFICE

May 22 9 16 AM '45

I. TRANSPORTATION OFFICE

- A. Special Train to Camp Anza. Again on 6 April we secured a Main Movement to the West Coast. This was a mixed group consisting of 10 officers, 63 enlisted men, 26 Navy enlisted men and 20 females going to the Far East. We were assigned four tourist cars on a troop train. Main 9609 arrived Riverside at 1305. Capt. Sheppard was present with a representative from Camp Anza. The baggage car was unloaded onto waiting trucks and the personnel were taken to Camp in three busses.

Capt. Pickles served well as Commander of the troops. He had a good Executive Officer in Lt. Arnold (SI). Instructions were obeyed promptly by all concerned and twice daily staff meetings were held in Train Headquarters where problems were discussed and plans made with the car leaders. The females, under the capable leadership of Miss Griffith, quickly fell into the spirit of the move and were represented in all meetings by their leader. The personnel who reported to Camp Anza on 10 April left aboard a new C-4 ship which just completed its maiden voyage.

- B. Travel to FETO. The Far East Section of OPD, WDGS has ruled that transportation must be requested a month prior to the month stated in the sea priority secured from the theater. Previously a person with a March sea priority was requested as late as the end of April.
- C. "R" Day (VE Day). Overseas travel to the then inactive theaters, bases and commands will be suspended generally. There will be, however, instances where such travel will proceed notwithstanding. A crosshatch symbol (#) is prescribed for use in overseas travel orders to indicate that certain types of personnel approved by the War Department or desired by the overseas commanders will proceed with overseas travel despite "R" day. Due to nature of our organization we have been requested to crosshatch the orders for all personnel. We have instructed all branches to inform us if for any reason their personnel are not to continue because of "R" Day.
- D. Uniforms for Civilians Going Overseas. There have been several meetings during the past month regarding this matter, but no definite stand has been taken by our organization or the War Department. The W.D. Circular has not yet been published and in the meantime we are just channeling the information as received to all branches.

II. MILITARY PERSONNEL

- A. The following names, officers and enlisted men left Washington for station and duties shown opposite their respective names:

SECRET

Mr. E. A. Christensen Supply Officer London

DIRECTOR'S OFFICE

Mar 22 9 16 AM '45

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II. MILITARY PERSONNEL

- A. The following named officers and enlisted men left Washington for station and duties shown opposite their respective names:

Officers

20 Apr.	Capt. H. P. W. Christiansen	Supply Officer	London
17 Apr.	Maj. John G. Wallace	Det. Commander	China
17 Apr.	Capt. Wm. G. Caughan	Adjutant	China
17 Apr.	Capt. John B. Rodgers	Det. Commander	China

SECRET

THE UNIVERSITY OF CHICAGO

1. 凡在本行开立存款账户的客户，均可向本行申请开立定期存款账户。

REF ID: A66057 168 41 746.00 1 27000 00

SECRET

THE UNIVERSITY OF CHICAGO

1. *Staphylococcus aureus* (100%)

1. *Journal of the American Medical Association*, 277, 1996, 1000-1001.

JOHN C. DENEY, JR.

John C. Illingworth

respective branches of Administrative

are copies of the Monthly New Letter

Administrative Services Field Personnel

... ..

1. *Chlorophyll a* (Chl *a*)

11 12 13 14 15 16

Figure 1. The effect of the number of trials on the number of correct responses.

100

Declassified and Approved for Release 2013/09/17 : CIA-RDP80-01067A000100010001-6

SUBJECT: April Monthly Report of Branches of Administrative Services

TO: All Administrative Services Field Personnel

1. Attached are copies of the Monthly New Letter of the respective branches of Administrative

JOHN C. DREW, JR.
Lt. Colonel, A. C.

John C. Dwyer, Jr.

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SECRET

17 Apr.	Capt. Edward Schwartz	Det. Commander	China
17 Apr.	1st Lt. Norman H. Myers	Supply Officer	China
12 Apr.	1st Lt. Ralph C. Holbert	Supply Officer	London
5 Apr.	2nd Lt. Harry A. Labo	Reproduction	Calcutta
3 Apr.	Major George B. Riggins	Adjutant	Kandy

Enlisted Men

17 Apr.	T/Sgt. Herbert A. Weger	Mess Sgt.	China
17 Apr.	S/Sgt. Siegfried Oppenheim	Stenographer	China
17 Apr.	T/S Robert I. Lowe	Mail Courier	China
17 Apr.	Pfc Samuel E. Clark	Switchbd. Oper.	China
17 Apr.	Pfc Charles W. Nelson	Supply Clerk	China
12 Apr.	Cpl. Joshua Perlmutter	Artist - Docum.	Bari
5 Apr.	Sgt. Bernard J. Lake	Reproduction	Calcutta
5 Apr.	Pfc Berkley C. Ball	Reproduction	Calcutta
5 Apr.	Pvt. Benjamin H. Cooper	Reproduction	Calcutta
5 Apr.	Pvt. Paul H. Leonard	Reproduction	Calcutta
5 Apr.	Prtr 2/c F. M. Ludwig	Reproduction	Calcutta
6 Apr.	S/Sgt. Joseph A. Griffen	Per. Clerk	China
6 Apr.	S/Sgt. Joseph W. Walker	Supply Sgt.	China
6 Apr.	S/Sgt. Ross C. Oldford	Reproduction	Calcutta
6 Apr.	Cpl. Homer T. Rutledge	Basic Soldier	China
6 Apr.	Pfc Roy L. Walker	Basic Soldier	China
6 Apr.	Pfc Frank J. Wicichowski	Basic Soldier	China
6 Apr.	Pvt. Garnet E. Bray	Basic Soldier	China
6 Apr.	Pvt. Migule B. Casasres	Basic Soldier	China
6 Apr.	Pvt. Mario P. Cervone	Clerk General	China
6 Apr.	Edward A. Condon	Basic Soldier	China
6 Apr.	Joe H. Long	Basic Soldier	China
6 Apr.	Pvt. Michael Mamakos	Basic Soldier	China
6 Apr.	Pvt. Dominick F. Parenta	Basic Soldier	China
6 Apr.	Pfc Joseph Santora	Basic Soldier	China
6 Apr.	Pvt. P. D. Troupos	Basic Soldier	China
6 Apr.	Pvt. John D. Welchel	Basic Soldier	China
6 Apr.	Pvt. Joseph F. Willis	Basic Soldier	China

- B. The following officers and enlisted men are being oriented for their future assignments and awaiting transportation to overseas destination:

Officers

Capt. F. S. Herce	Det. Commander	China
1st Lt. John B. Baker	Supply Officer	China
1st Lt. Wm. H. Shedden	Supply Officer	China
1st Lt. Herbert N. Woolson	Adjutant	China
1st Lt. E. J. Moraghan	Supply Officer	China
1st Lt. Wm. O. Level	Supply Officer	China
2nd Lt. T. C. Hunter	Motor Officer	China
2nd Lt. Alvin H. Matz	Supply Officer	China
2nd Lt. Wm. F. Yakey	Supply Officer	China
1st Lt. C. W. Guice	Adjutant	China
1st Lt. Ward S. Stone	Supply Officer	China
2nd Lt. John J. Morgan	Adjutant	China
Capt. R. C. Cavendish	Det. Commander	China
1st Lt. J. R. Maher, Jr.	Adjutant	China
2nd Lt. G. H. M. LeRoy	Supply Officer	China
1st Lt. D. L. Volm	Reproduction	IB.
2nd Lt. G. W. Robb	Supply Officer	China
1st Lt. M. L. McCune	Adjutant	China
2nd Lt. C. K. Cloninger	Motor Officer	China
1st Lt. L. McEntire, Jr.	Adjutant	China

SECRET

1st Lt. Otway Thomas	Adjutant	China
1st Lt. E. D. Bair	Adjutant	China
2nd Lt. J. J. Platner	Adjutant	China
2nd Lt. J. E. Trowbridge	Supply Officer	China
2nd Lt. T. Whicher	Supply Officer	China
1st Lt. C. M. Callahan	Supply Officer	China
Capt. J. W. Krussink	Supply Officer	China
1st Lt. J. B. Young	Veterinary	China
1st Lt. Kalo Hineman	Veterinary	China

Enlisted Men

S/Sgt. John Overemouse	Supply Sergeant	China
Sgt. Floyd O. Duncan	Cavalry NCO	China
Sgt. Forrest W. Flaniken	Cavalry NCO	China
Sgt. Tommie I. Rammage	Cavalry NCO	China
Sgt. Benjamin W. Reed	Cavalry Radio Operator	China
T/4 Odie G. Roberts	Cavalry NCO	China
Cpl. Joseph A. Bauer	Per. Clerk	China
Cpl. Donald E. Russell	Clerk General	China
Pfc. Anthony Antony	Clerk General	China
Pvt. George B. Candaloro	Stenographer	China
Pvt. Arthur W. Hughes, Jr.	Cavalry Radio Operator	China
Pvt. Clyde E. Mason	Same as above	China
Pvt. Robert K. Sieben	Same as above	China
T/Sgt. Earl Hood	Mechanic	China
Sgt. Guy O. Ottman	Carpenter	China
Sgt. Howard Smith	Supply Sergeant	China
T/4 Nicholas A. Morrone	Mechanic	China
Cpl. John J. Herbst	Truck Driver	China
Cpl. Joseph Fucile	Truck Driver	China
Cpl. Raymond C. McQuade	Truck Driver	China
Cpl. Ernest M. Pinson	Truck Driver	China
Cpl. Edward J. Rolka	Clerk-General	China
Cpl. Wm. T. Starry	Truck Driver	China
Pfc. Glen V. Gould	Truck Driver	China
Pfc. Clifford Stack	Truck Driver	China
S/Sgt. Wm. J. Lynch	Reproduction	IB
Pfc. Sha dy Murray	Cook	China
T/4 Sylvan Prieber	Driver	Mission
Pvt. G. A. Portoulos	Basic Soldier	China
T/5 A. J. Deroussau	Clerk General	China
Pvt. J. A. Hurst	Photographer	China
M/Sgt. F. Pegueroo	Chief Clerk	China
T/Sgt. R. E. Fitch	Chief Clerk	China
Sgt. J. F. Carlos	Clerk-General	China
S/Sgt. A. H. Henderson	Clerk-General	China
M/Sgt. Howard Brown	Chief Clerk	China
T/5 J. F. Taylor	Cook	China
T/4 D. Kountouris	Cook	China
Pvt. T. J. Hanson	Clerk-General	China
Pvt. R. E. Christopher	Clerk-General	China
Pvt. G. A. Hunter	Clerk-General	China
S/Sgt. Paul K. Hamm	Pioneer	China
T/5 Wm. A. Wiseman	Supply Sgt.	China
Cpl. John H. Boemer	Supply NCO	China
Pvt. M. W. Michcheek	Mechanic	China
Pvt. Emil J. Quayle	Printer	China
Cpl. John Jett	Clerk-General	China
Pvt. C. E. Proiva	Clerk-General	China

SECRET

Cpl. F. J. McSwiggin	Saddler	China
Sgt. Louis E. Woodcock	Blacksmith	China
Pfc. Travis H. Thames	Blacksmith	China
Pfc. Charles L. Stegman	Blacksmith	China
T/5 A. T. Lapinsky	Blacksmith	China

III. REPRODUCTION BRANCH

The following hints on composing room procedures are reported by Sgt. Milton Raport of the Composing Section of the Reproduction Branch at Washington, D. C.

- A. The method generally used by reproduction plants in correcting drafted forms, original copy, etc., prepared for process photographing prior to offset printing, is to paste the correction over the error with rubber cement. The Composing Section was not satisfied with this procedure because, (a) too much time was wasted in cutting out corrections and waiting for the cement to dry, (b) the use of cement always left small particles of dirt that were picked up in photography and caused smearing around the correction resulting in increased work in "spotting" or retouching negatives prior to plate burning, (c) frequently the corrections fell off the copy before it was photographed, and eventually the correction fell off the original anyway, after it had been filed away for a while. A solution to the above problems has been found in splicing or inlaying the original copy. In the case of errors the correction was typed and placed over the copy. Then the error was cut out and the corrected word inserted in its place and held in place with scotch tape. This method used with a light table has proven very effective and has removed all the difficulties from the causes mentioned above. It is impossible for the corrections to fall off and much less "spotting" is required in later operations.
- B. In hot, dry weather it was observed that the carbon ribbons used on the vari-typer dried up and began to flake off on the copy causing a smudged appearance on the paper. The flakes also fall into the rollers making it necessary to clean them after each page is taken out of the machine. It has been found that if the ribbons were kept in a cold (freezing if possible) temperature the flaking will be eliminated. When the ribbon is taken out of the freezing temperature condensation takes place and the ribbon becomes moist and ready for use.
- C. The use of stencils on typewriters causes the typewriter rollers to swell and become tacky. This prevents the stencils from rolling evenly in the typewriter. When this happens, clean the rollers well with alcohol and then place Flowers of Sulphur Powder on the rollers and allow the rollers to stand out of use for a few days or over a week end.
- D. The Composing Section is often called upon to make a painted sign on wood or metal usually in a minimum of time for the job. A fast and useful method is to use masking tape to cover the surface. After drawing the letter or sign outline on the tape cut out the desired letters with an x-acto knife or other sharp instrument. The tape acts as a perfect stencil for painting the sign.

SECRET

5. Reproduction Devices An oriental composing machine has been sent by air freight to Reproduction, Kuning. As other machines become available they will be sent to the rest of the Reproduction Plants in the Far East. The new "stripping" film has been sent back to the factory for further work which will take a few weeks. Reproduction technicians carried on exhaustive tests during the past month on this material, and it is expected to be available at an early date. The Bantam micro-film Unit has been completed and one of the units has been tried out at the Reproduction Branch, Washington. The Unit is regarded as satisfactory and units are being sent to reproduction plants in the theaters. All reproduction offices overseas are urged to report any information which they may gather in regard to the application of this unit in the field. The entire unit comes in a case and contains the following: A carrying case with a removable tray, a plexiglass tripod support for holding material being copied in a plain position, Watson 35mm developing tank, a carrying case for a G.E. meter, a G.E. exposure meter, Cord for carrying G.E. meter, lighting equipment for tripod, extension cord, Kodak Bantam f 4.5, G-2 (yellow) filter, Kodak Bantam support and tripod top, screw driver, tilt top support for Kodak Bantam, Kodak Bantam camera instructions and film guides, detached sections of tripod legs (each leg comprises three sections), and a supply kit complete. Reproduction devices now undergoing development and trial: Work is going forward here in connection with the development of a micro-film positive printer which will handle both 35mm and 16mm film. Some success has been achieved, but there are still some problems that require solution before this will be a complete success. A new model of the old x-press is being tested in the Washington plant of Reproduction. This model has an image size of 9 1/2" x 11". The press has an automatic feed, inking and fountain device. When operated manually it can produce about 2000 sheets an hour and when operated by power it will run about 4000 sheets an hour. The construction is very simple and rugged, and it has about 1/3 as many parts as the Model 40 Multilith. This press weighs about 40 pounds. Production time from the factory is about 4 months. Overseas offices desiring models should send in their estimates so orders can be placed. A Morris Instrument film developer for 16 and 35mm film was tried out this month. It was thought this might be an improvement over the Steinman-Watson reel. Tests showed that uneven development was very hard to prevent. While it was satisfactory for high speed or ordinary work, it did not give the high quality results obtained with the Steinman-Watson reel. In this new device the film was wound on a roll and wound and unwound from one roll to another. There was one advantage in that this developing tank would develop more film in one operation than the Steinman reel. This advantage was offset by the fact that some one had to stay with the tank and turn the handle for about 25 minutes. Even development could be obtained by turning the handle at a constant speed but this required considerable skill.

Overseas offices of the Reproduction Plant are requested to be on the alert for new reproduction equipment or

S E C R E T

by the enemy. This is especially true in the case of the KOTO where German equipment or techniques may become available for investigation. As you have no doubt gathered from these reports the Reproduction Branch at Washington has been doing considerable work in the development of reproduction devices for use in the war against Japan. The Germans are known to be adept at clandestine intelligence methods and devices, therefore, any new information on color photography, lithography, tropical photographic developers, ultra-micrography, stripping films, invisible fluorescent photography, etc., or any others, would be greatly appreciated.

- F. It has been again called to our attention that we are being held accountable for all our equipment and supplies. This same responsibility extends to the overseas offices of the Reproduction Branch. This means that careful records must be kept of equipment on hand, lost, stolen or destroyed, with explanations as to what happened to it.
- G. All overseas offices are asked to send all cables and pouch mail which is directed to the Reproduction Branch to the attention of Maj. Robert J. Lefebvre. This is necessary to avoid confusion of names.
- H. S/Sgt. Ross C. Claford, 36126592, left Washington for the Far East by troopship on 8 April 1945. He will report to IB Theater. T/S James Hasenel left for IB Theater 30 February 1945.
- I. The following men have air priority for the IB Theater for 10 May 1945:
 - Francis K. Brown - Cpl. - 33693145 - Platemaker
 - Emil J. Quayle - Pvt. - 31380121 - Photographer
 Pvt. William Wofford, 34671467, has been made available for the China Theater. He is a photographer.
- J. Lt. Arlo J. Brady arrived in Washington on 27 April 1945. The problems in connection with the Far East are receiving prompt attention here as they are reported by Lt. Brady.

IV. FINANCE BRANCH

- A. Lt. K. E. Woodring, Chief, Finance Branch, left Washington during the month for the purpose of surveying and inspecting all foreign disbursing stations and offices handling vouchered finance transactions. Lt. Woodring will inspect procedures and records and advise with Vouchered Funds and Special Funds officials with respect to the transferring of regularized finance activities from confidential to vouchered funds in addition to aiding in the development of reporting and accounting procedures to provide Washington with current and adequate financial information.
- B. Under date of 6 April 1945, a draft of the proposed procedure applicable to "Allotment Accounting for Foreign Finance Offices" was dispatched to overseas finance

S E C R E T

representatives for review and comment. It was requested that comments and suggestions be submitted to this office not later than 15 May so that the final draft of the procedure may be prepared and released not later than 1 June. It is anticipated that on the basis of the recommendations that will be received from abroad, problems not considered in the draft will be presented to the extent that this office will be able to make any necessary changes for the final statement of procedure.

- C. As a result of a report drawn up by this office, requests were forwarded to each theater of operations to attempt to obtain a recurring air priority for 400 pounds of miscellaneous general freight per month to be made in four separate shipments. This will be used for forwarding

unclassified or restricted documents, maps, books, and other small items for which the branches in Washington get frequent requests. If this procedure can be effected, a substantial reduction will be made in air mail postage expenditures.

- D. A report on fiscal problems pertinent to Mr. F. P. Bishop's Washington trip was distributed to Finance representatives abroad. The questions raised by Mr. Bishop while here on a short tour of duty in March were fully covered in the report and, since it was felt that many kindred problems exist in theaters other than the one to which he is assigned, full distribution was made. Some of the subjects discussed in the report were: Use of .002 Funds; Designation of Agent Cashiers; reimbursement to Army for Services rendered to OSS; Disbursement of Funds by the Army for OSS; Living and quarters Allowance Rates; Transfer of Employees from Special to Vouchered Funds; Transfer of Annual Leave of Employees (Temporary) Paid from .002; Administration of Leave of Temporary Employees; Formal Delegations Required by Finance Representatives from the SS0; Uniform Accounting Procedure for all OSS Stations Abroad; Assignment of Civilian Employees between Theaters on a Temporary Basis; and Use of the OSS-State Department Working Fund.

- E. Listed below are decisions of the Comptroller General which may be of general interest:

B-48070 - 7 March 1945 - Lump-Sum Leave Payments

Where, at or near the end of a calendar year, an employee resigns or enters the armed forces with more than 90 days' annual leave to his credit, the lump-sum payment authorized by the act of December 21, 1944, for all accumulated and current accrued leave may include payment for all current accrued leave as well as the 90 days' accumulated leave, even though the leave period over which the lump-sum payment is computed extends into the next calendar year and, under the act of December 17, 1942, only 90 days' annual leave may be carried over from one year to the next.

The holding herein to the effect that an employee having more than 90 days' accumulated and current accrued annual leave who leaves his civilian position at or near the end of a calendar year to enter the armed forces may be paid a lump sum under the act of December 21, 1944, for all of his accumulated and current accrued leave, notwithstanding the provisions of the act of December 17, 1942,

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from one year to the next, is also applicable in the case of such an employee who does not elect to be paid for his leave until after January 1.

The lump-sum leave payment authorized by section 2 of the act of December 21, 1944, to be made to the designated beneficiary or estate of a deceased employee should be computed over the period beginning with the day following the date of death, regardless of the time of day at which death occurs.

While no pay rolls are required to be forwarded to the General Accounting Office in connection with claims for unpaid compensation and lump-sum leave payments under section 2 of the act of December 21, 1944, due in the case of deceased employees, provided there be furnished an administrative report otherwise showing the amount due and the basis upon which each class of claim is computed, it would be preferable for the administrative report to take the form of one short-form pay roll showing as separate items the amount of unpaid compensation due and the lump-sum leave payment, including the basis upon which each has been computed.

The lump-sum leave payment statute of December 21, 1944, does not affect the rules and regulations controlling the transfer of sick leave upon transfer or reappointment of employees and the granting of within-grade promotions under the act of August 1, 1941, except that the 30-day "break in service" as defined by section 1.1(g) of the Annual and Sick Leave Regulations and by section 2(c) of the Executive regulations respecting within-grade promotions now is to be regarded as beginning to run from the last day of active duty preceding the period over which the lump-sum leave payment is computed. B-46683, Jan. 11, 1945, 24 Comp. Gen. 511, amplified.

B-48289 - 24 March 1945 - Leaves of Absence; Lump-Sum Leave Payments - Temporary Employees

Even though the exact date of termination be not stated in employees' appointments, where a limitation of "not to exceed one year" is included, the employees are to be regarded as "temporary" within the meaning of section 1.1(c) of the Annual and Sick Leave Regulations, which defines "temporary employees" as those appointed for definite periods of time not exceeding 1 year.

The provisions of section 1 of the act of December 21, 1944, requiring lump-sum leave payments to "any civilian officer or employee of the Federal Government" upon separation from service are applicable to employees entitled to leave regardless of the tenure of appointment, including temporary employees.

In view of the requirements of section 1 of the act of December 21, 1944, respecting lump-sum payments for leave upon separation from service, a temporary employee appointed for a period of two months may no longer be granted terminal annual leave of five days immediately prior to the end of the second month of service, as authorized by prior decisions; rather, in order to receive

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render a full two-month period of service, upon completion of which a lump-sum payment for his accrued leave becomes payable. Cf. 22 Comp. Gen. 732.

The definition of "temporary employees" (those appointed for definite periods of time not exceeding 1 year) appearing in section 1.3(a) of the Annual and Sick Leave Regulations is determinative, also, of whether employees are to be classed as "temporary employees engaged on construction work at hourly statute of March 14, 1936, which excludes such employees from the leave benefits provided thereby, and, therefore, hourly rate construction employees appointed for the season or duration of the job are or are not entitled to leave depending upon whether their appointments are without limitation or are limited to not to exceed one year.

B-48666 - 7 April 1945 - Lump-Sum Leave Payments - Transfers from Permanent to Temporary Positions.

Under section 3 of the act of December 21, 1944, providing for lump-sum payments for employees' leave upon transfer between different leave systems, and employee who transfers from a permanent to a temporary position in another agency -- both positions falling within the purview of the annual leave statute of March 14, 1936, providing for one leave system -- is not entitled to payment for the annual leave to his credit at the date of transfer, even though, under section 4.9(b) of the Annual and Sick Leave Regulations, it is not mandatory that his leave credit be transferred.

B-48739 - 7 April 1945 - Lump-Sum Leave Payments - Date at Which Payable.

The proper salary rate to be used in computing the lump-sum payment for an employee's leave under the act of December 21, 1944, upon separation from service, is that payable under the laws and regulations in effect on the date of separation, including any prorated overtime compensation authorized by the War Overtime Pay Act of 1943, and the regulations thereunder, regardless of the fact that the leave period over which the lump sum is computed extends beyond June 30, 1945, the date said overtime pay act expires.

B-48611 - 8 April 1945 - Lump-Sum Leave Payments - Effective Date of Separation from Service.

Where an employee without giving advance notice or returning to duty, resigns or applies for retirement while on sick or annual leave, the separation date may be fixed, in the light of the lump-sum leave payment statute of December 21, 1944, to coincide with the termination date of the pay-roll period current when notice is received in the administrative office, so as not to require pay-roll adjustments; however, adjustment of leave on leave should be made in accordance with section 4.9(b) of the Annual and Sick Leave Regulations. B-48970 - March 7, 1945, 24 Comp. Gen. amplified.

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B-48240 - 15 March 1945 - War Savings Bonds Purchased by Pay Roll Deduction - Disposition of Undelivered Bond Upon Purchaser's Death.

Where a War Savings Bond, inscribed in the name of an owner or owners other than the purchaser, has been fully paid for from deductions from the compensation of an employee accumulated prior to his death, pursuant to a fully executed pay roll deduction authorization, and the employee had taken no action which could be construed as a revocation of such authorization, the bond may be delivered to the designated owner or owners upon proper identifications and the obtaining of a receipt therefor from such owner or owners. 21 Comp. Gen. 942, amplified.

B-48144 - 16 March 1945 - War Service Appointees - With- in Grade Promotion Rights after Military Service.

The holding in decision of January 3, 1945, B-46335, 24 Comp. Gen. 491, to the effect that war service appointees who enter upon active military duty and who subsequently are reemployed in civilian positions are not entitled to count the period of military service for within-grade promotion purposes under the act of August 1, 1941, need not be applied retroactively to require adjustments in the compensation of such employees reinstated prior to the date of that decision.

In the case of war service appointees who have entered upon active military duty and subsequently have been restored to civilian positions, the period of military service is a break in service, and where the break in service is more than 30 days (section 2(c) of the Executive regulations respecting within-grade promotions under the act of August 1, 1941), the time such employees served in their civilian positions prior to entering the military service may not be counted toward within-grade promotions.

Decision of January 3, 1945, B-46335, 24 Comp. Gen. 491, respecting the reemployment rights, etc., of war service appointees who enter upon military duty, in the light of the Attorney General's opinion of May 26, 1943, requires no change in existing administrative procedure regarding the granting of military furlough to such appointees; however, since the placing of employees upon military furlough can have no legal force and effect to preserve a civilian status after the effective date of the furlough, it would seem that the proper procedure would be to separate war service appointees from their civilian positions upon entry into the armed forces.

V. PROCUREMENT AND SUPPLY BRANCH

- A. In connection with the OSS Catalog covering requirements, the supply personnel in the field will be interested to know that the procedure for preparing and processing theater catalogs will be shortened by approximately three weeks. Realizing that in the past it has required quite some time to prepare and forward the theater catalogs to each of the theaters, a new procedure has been adopted whereby immediately after preliminary screening by the War Department, theater catalogs will

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be prepared. The catalogs should be received in the theaters between 1 May and 15 May 1945.

- B. The personnel of the Procurement and Supply Branch were glad to make the acquaintance of Captain Wilkins Wetherill, Supply Officer, ETO. Capt. Wetherill returned to the U.S. on temporary duty to become acquainted with supply methods and procedures of OSS, and I am sure that he has returned to ETO with a much more complete picture in view of the fact that he had been recruited in the theater. One message which we hope he will carry to the personnel in that theater is that the Procurement and Supply Branch is anxious to render whatever assistance might be necessary to maintain a well rounded-out supply program.
- C. Upon Major Oppenheimer's return from his trip to ETO and MedTO for the preparation of requirements for the OSS Catalog, he reported that Major Agostini, Supply Officer, MedTO, is doing an outstanding job. The results of Agostini's work are very apparent, and all supply personnel in Washington are anxious to lend a hand any way possible.
- D. Conversations with personnel returning from overseas theaters indicate from time to time that there are certain requirements which generally exist and others which are required on specific projects, in which the supply personnel in the theater expect Procurement and Supply Washington, to perform certain things or to meet certain deadlines, of which we generally do not have knowledge. Such occasions are comparatively few, but it is felt that when these occasions arise, a little more information should be given when requesting equipment to be shipped. Therefore, in the future, in cables and letters, it is requested that deadlines be set in order that we may have a target date to meet.
- E. Jerry Wisniewski has recently returned from the Mediterranean Theater and has been able to supply the Procurement and Supply Branch and the Budget and Procedures Branch with a great deal of valuable information in connection with the Assistance Program in the Mediterranean Theater. Mr. Wisniewski's reports have been both interesting and enlightening on the method of handling field operations.
- F. During the next few weeks action will be taken to combine all property records for property procured within OSS, regardless of the source of supply. However, in each instance, the source of supply will be indicated in order that property paid for from the OSS appropriation can be properly accounted for. This will take in property procured from the War Department, Navy Department, OSS Vouchered Funds, OSS Unvouchered Funds, Lend-Lease and Reverse Lend-Lease. It is assumed that records in the field are being maintained on this basis, as generally speaking, the field does not have knowledge of sources from which property is procured in the U.S. In the very near future we hope to establish a uniform system of accountability for all property and if any of the supply personnel in the theaters have suggestions in this connection, they would be very helpful. In fact, an accurate description of the method of maintaining

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property records in the theaters would prove of great value. The problem of disposal of excess property in the theater, with respect to War Department property, at the present time is comparatively simple because of the amendment to AG-400, which provides for turning over such property to the Theater Commander. However, this does not cover property procured with OSS Funds, and it is hoped that within the near future this phase will be straightened out in order that the field problem of disposal will be greatly simplified.

VI. FIELD SERVICE UNIT

- A. The indoctrination of Services Officers and EM destined for the Far East, particularly China, has continued throughout the month and we feel will prove valuable to the men in readying themselves for departure as well as to the Theater by giving the personnel an idea as to the structure of OSS in the theater.
- B. The response to our requests for completion of Services Personnel Roster Form 954 has been very good and has provided most valuable information. It will prove increasingly important as operations progress and it is hoped that a more prompt return of completed rosters may be accomplished.
- C. The foregoing also applies to the Monthly Inventory Form 1117L. An enlargement on the completion of the Inventory Forms in the Far East, wherein it is made up in quadruplicate, the fourth copy being sent to a central control office handling all theater supplies. This allows a more accurate understanding of theater-wide stock levels. Additional copies of this form will be made available shortly and will be forwarded to Theater Services Officers.

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PERSONNEL LIST
EMPLOYED SINCE 1 APRIL 1945

NAME	CAF	SALARY	TITLE	BRANCH	DEPT. N	TRACER	EMP. DATE	TERMINATION DATE	DEPARTED
Anderson, Naomi	5	\$2000	Clk-Steno	Services	MC	FETO	2/20/45	3/15/45	4/6/45
Bennett, Lenore	5	2000	Clk-Steno	Services	Sp. Funds	FETO	3/7/45	3/15/45	4/27/45
Barnes, Margaret	5	2000	Clk-Steno	Services	None	ETC	3/15/45	3/15/45	4/27/45
Connelly, Isabel	4	1800	Clerk	Services	None	FETO	2/2/45	2/10/45	4/6/45
Connelly, Marian	4	1800	Clerk	Services	None	FETO	2/20/45	2/25/45	4/6/45
Griffith, L. Faye	5	2000	Clerk	Services	Finance	FETO	2/10/45	2/10/45	4/6/45
Kirby, Cheryl	4	1800	Clk-Steno	Services	CI	FETO	2/19/45	2/25/45	4/6/45
Larson, Helen	4	1800	Clerk	Services	None	FETO	2/15/45	2/15/45	4/6/45
Lee, Marie L.	5	2000	Clk-Steno	Services	None	FETO	2/13/45	3/3/45	4/6/45
Mac, Betty Jean	5	2000	Clerk	Services	None	FETO	2/25/45	3/5/45	4/6/45
McDonnell, Claire H.	5	2000	Clk-Steno	Services	None	FETO	2/20/45	2/20/45	4/6/45
Mokey, Ethel L.	4	1800	Clerk	Services	None	FETO	2/12/45	2/12/45	4/6/45
Rowell, Z. Dorothea	4	1800	Clerk	Services	None	FETO	2/14/45	2/14/45	4/6/45
Shaw, Gertrude E.	4	1800	Clk-Steno	Services	MO	FETO	2/25/45	2/25/45	4/6/45
Smith, Vera E.	4	1800	Clerk	Services	None	FETO	2/14/45	2/15/45	4/6/45

OVERSEAS ASSIGNEES
ON DUTY AWAITING TRANSPORTATION

<u>NAME</u>	<u>CAF</u>	<u>SALARY</u>	<u>TITLE</u>	<u>BRANCH</u>	<u>OPTION</u>	<u>EOD DATE</u>	<u>TRANSPORTATION DATE</u>	<u>ALERTED</u>	<u>THEATER</u>
Alexander, Eileen	5	\$2000	Clk-Steno	Services	None	3/19/45	None	No	ETO
Brannen, Vivian	5	2000	Clerk	Services	Finance	4/16/45	None	No	MedTO
Braucher, Joan	5	2000	Clk-Steno	Services	None	4/25/45	None	No	ETO
Brown, Virginia	5	2000	Clk-Steno	Services	None	4/4/45	None	No	ETO
Cerne, Rose Ann	4	1800	Clk-Steno	Services	None	4/4/45	None	No	ETO
Forster, Jean	5	2000	Clk-Steno	Services	Finance	3/30/45	None	No	ETO
Hendrix, Marjorie	4	1800	Clk-Steno	Services	None	3/12/45	None	No	ETO
Joyce, Jane	4	1800	Clerk	Services	Finance	3/17/45	3/30/45	Yes	MedTO
Lewis, Barbara	5	2000	Clk-Steno	Services	Sp. Funds	4/23/45	None	No	ETO
Moulder, Helen	4	1800	Clk-Steno	Services	None	3/26/45	None	No	ETO
Murphy, Ione M.	5	2000	Clk-Steno	Services	None	4/2/45	None	No	MedTO
Perry, Anne	5	2000	Clk-Steno	Services	Finance	4/30/45	None	No	ETO
Poesch, Jessie	4	1800	Clk-Steno	Services	None	4/3/45	None	No	ETO
Russell, Wilma	5	2000	Clk-Steno	Services	None	4/2/45	None	No	ETO
Sapp, Julia	5	2000	Clerk	Services	None	4/11/45	None	No	ETO
Sells, Margaret	4	1800	Clerk	Services	To be transferred to Communications		None	No	ETO
Simons, Eliza Jane	4	1800	Clerk	Services	None	3/16/45	None	No	ETO
Stevens, Eldora	5	2000	Clerk	Services	None	4/30/45	None	No	ETO
Talbot, Janice	5	2000	Clk-Steno	Services	Finance	4/16/45	None	No	ETO
Talkington, Juanita	4	1800	Clerk	Services	None	3/26/45	None	No	ETO
Walker, Ella	5	2000	Clk-Steno	Services	None	4/30/45	None	No	ETO
Yonans, Cecile	5	2000	Clk-Steno	Services	None	4/30/45	None	No	ETO

OFFICE OF STRATEGIC SERVICES
WASHINGTON, D.C.

SECRET

16 March 1949

TO: General William J. Donovan.

FROM: Louis M. Ream

Attached hereto please find the monthly Administrative Services Field Letter which is forwarded in accordance with your request.

L. M. Ream

Louis M. Ream
Deputy Director
Administrative Services

SECRET

14 March 1945

SUBJECT: February Monthly Report of Branches of Administrative Services

TO: All Administrative Services Field Personnel

1. Attached, are copies of the Monthly News Letter .
of the respective branches of Administrative
Services.

John C. Dewey Jr.
JOHN C. DEWEY, JR.
Lt. Col., A.C.

- A. Issue Clearance Certificates. In order that no traveler will leave Washington with a doubt in his mind that some matter should have been attended to prior to leaving for his overseas assignment, we have prepared an overseas check list. The Travel Sponsor personally checks over each of the 72 items with the traveler and makes certain that items such as wills, allotments, etc. are in order. The Transportation Office in turn issues an OSS clearance certificate authorizing the traveler to proceed to the port of embarkation. There is now no reason for our personnel arriving in the field without all matters properly attended to, and if this should occur please notify us immediately.
- B. Domestic Transportation. Effective 1 February 1945 procurement of domestic rail reservations and air priorities have become a function of the Transportation Office. Miss A' Louise Charles who previously handled this for Travel and Transportation Division of Finance Branch has been transferred to our office, and Miss Helen Baginski will assist her on domestic travel.
- C. TRO to Notify Branches of Arrivals in Field. Please be sure to notify us immediately either by cable or air pouch, of the arrival of all OSS personnel in the field. It is now our responsibility to notify the branches in Washington and your full cooperation is essential. In several instances the branches have received letters from individuals before we have received any word of their arrival abroad.
- D. TCA and Priority Control. This function has been transferred to the Transportation Office with Mrs. Elizabeth Coffe in charge. This office receives the action copies of the War Department cables granting TCA and priority, notifies the branches and keeps appropriate records for control purposes. The requests for TCA and priority, however, will continue to originate from the branches, routed through the Field Section.

II. MILITARY PERSONNEL

- A. The following named officers left Washington for stations and duties shown opposite their respective names:

1st Lt. Chester Spelman	Supply Officer	IB	3/2/45
2nd Lt. Robert Maynard	Supply Officer	IB	3/2/45
2nd Lt. James E. Burwell	Supply Officer	IB	3/2/45
1st Lt. Robert A. Bonner	Adjutant	IB	3/2/45

- B. The following named enlisted men left Washington for stations and duties shown opposite their respective names:

T/3 Charter D. Stinespring	Ordnance MGO	IB	3/2/45
Sgt. Thomas J. Robertson	Carpenter	IB	3/2/45
Sgt. Michael Lesko, Jr.	Mail Clerk	IB	3/2/45
T/4 Melvin L. Sangwin	Driver	IB	3/2/45

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T/4 Lawrence E. MacDonnell	Driver	IB	3/2/45
Cpl. Edmund Badarack	Quarance NCO	IB	3/2/45
Cpl. Frederick Gladys	Reproduction	IB	1/30/45
Cpl. Daniel J. Kandel	Reproduction	IB	1/30/45
Cpl. Arthur M. Roberts	Electrician	IB	3/2/45
Cpl. Allen J. Sulheimer	Basic Soldier	IB	3/2/45
Cpl. John H. Wilbert	Reproduction	IB	3/2/45
T/5 Johnnie Eatten	Cook	IB	3/2/45
T/5 Edward R. Champlin	Cook	IB	3/2/45
T/5 Johnnie M. Mikolas	Carpenter	IB	3/2/45
T/5 Charles J. Traina	Reproduction	IB	1/30/45
T/5 Warren O. Winstanley	Reproduction	IB	3/2/45
Pfc Ralph V. Griggs	Basic Soldier	IB	3/2/45
Pfc Theodore Kalogeropoulos	Basic Soldier	IB	3/2/45
Pfc George L. Tambakas	Basic Soldier	IB	3/2/45
Pvt. James Economou	Basic Soldier	IB	3/2/45
Pvt. John C. Gafos	Basic Soldier	IB	3/2/45
Pvt. George W. Johnson	Reproduction	IB	2/1/45
Pvt. Arlo G. Morton	Typewriter Repairman	IB	3/2/45

- C. The following officers and enlisted men are being oriented for their future assignments and awaiting transportation to overseas destination:

(1) Officers

1st Lt. D. F. Long	Supply Officer	China
1st Lt. D. E. Volk	Reproduction	China
2nd Lt. H. A. Lobo	Supply Officer	China
2nd Lt. G. A. Robb	Supply Officer	China
Capt. J. B. Rodgers, Jr.	Det. Commander	China
Capt. Edward Schwartz	Det. Commander	China
Major John G. Wallace	Det. Commander	China
1st Lt. M. L. McGinn	Adjutant	China

(2) Enlisted Men

1st Sgt. J.A. Garland	Det. 1st Sergeant
1st Sgt. Wm. E. Lingo	Chief Clerk
T/Sgt. August C. M. Linn	Motor Sergeant
1st Sgt. J. E. Watkins	Utility Sergeant
3rd Sgt. J. R. Sliva	Mesa Sec., China Mission
3rd Sgt. J. W. Walker	Supply Sergeant
3rd Sgt. J. A. Griffin	Personnel Clerk
3rd Sgt. Nick A. Laff	Motor Sergeant
3rd Sgt. Wm. J. Lynch	Reproduction
3rd Sgt. Danny A. Hanna	Personnel Clerk
3rd Sgt. Joel L. Hart	Clerk - General
Sgt. E. J. Lake	Reproduction
Sgt. J. E. Lynch	Personnel Clerk
Sgt. R. A. Schultz	Cook - China Mission
Sgt. A. J. Wojelochowski	Driver - China Mission
T/4 Frank H. Lacro	Clerk Typist
T/4 Sylvan Friober	Driver
T/4 T.G. Stamoulis	Driver
Cpl. L. E. Cherkoski	Basic - China Mission
Cpl. James Elliott	Basic - China Mission
Cpl. Laverne Erickson	Driver
Cpl. Homer T. Rutledge	Basic Soldier
Cpl. Frederick Sengor	Basic Soldier - China Mission
Cpl. Samuel Stein	Basic Soldier

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T/5 L. D. Dicicco	Carpenter
T/5 Andrew L. Fox	Supply Clerk
T/5 Robert J. Hoy	Driver
T/5 Harry R. Hughes	Driver - China Mission
T/5 Albert R. Pahl	Driver
T/5 Leo J. Smith	Driver
T/5 Clinton R. Zeller	Driver
Pfc. B. C. Ball	Reproduction
Pfc. Charley A. Billiot	Cook
Pfc. D. Matheos	Cook
Pfc. Shady Murray	Cook - China Mission
Pfc. James Handles	Driver - China Mission
Pfc. A. J. Kogowski	Cook - China Mission
Pfc. Merritt T. Yost	Basic Soldier
Pvt. Milo J. Adair	Driver
Pvt. Elmer Atwood	Reproduction
Pvt. A. W. Basetta	Basic Soldier
Pvt. G. L. Bray	Basic Soldier
Pvt. G. H. Burdine	Driver
Pvt. M. B. Bassaros	Basic Soldier
Pvt. G. Conzar	Reproduction
Pvt. Mario P. Cervone	Clerk - General
Pvt. E. A. Condon	Basic Soldier
Pvt. W. B. Cook	Driver
Pvt. W. M. Cuddy, Jr.	Reproduction
Pvt. Armand DeLong	Driver
Pvt. Wendell Dusenberry	Reproduction
Pvt. E. M. Edmondson	Cook - China Mission
Pvt. Alrous Joarden	Driver
Pvt. C. A. Kump	Basic Soldier
Pvt. R. L. LeGault	Basic Soldier - China Mission
Pvt. Joe H. Long	Basic Soldier
Pvt. M. Mankos	Basic Soldier
Pvt. J. S. McNulty, Jr.	Basic Soldier - China Mission
Pvt. D. F. Parenta	Basic Soldier
Pvt. G. A. Montebulos	Basic Soldier
Pvt. S. C. Proppos	Driver - China Mission
Pvt. L. F. Quick	Driver - China Mission
Pvt. W. W. Rogers	Clerk - General
Pvt. J. Santora	Basic Soldier
Pvt. John Serafini	Basic Soldier
Pvt. Andrew Spanos	Basic Soldier
Pvt. Peter D. Proppos	Basic Soldier
Pvt. R. E. Sullivan	Basic Soldier - China Mission
Pvt. Roy L. Walker	Basic Soldier
Pvt. J. D. Welch	Basic Soldier
Pvt. J. A. Wheat	Basic Soldier - China Mission
Pvt. E. A. Wicikowski	Basic Soldier
Pvt. J. F. Willis	Basic Soldier
Pvt. J. L. Zook	Cook - China Mission
Cpl. J. E. Zupfluh	Personnel Clerk - China
T/5 Romeo J. Deroosan	Clerk General - China
Pvt. J. A. Hurst	Photographer - China
M/Sgt. F. Fegueroo	Chief Clerk - China
Pfc. Samuel E. Clark	Switchboard Oper. - China
Pvt. R. E. Froy	Driver - China
T/Sgt. R. E. Fitch	Chief Clerk - China
T/S R. J. Lowe	Mail Courier - China
Sgt. J. F. Carlos	Clerk General - China
S/Sgt. A. H. Henderson	Clerk General - China
M/Sgt. Howard Brown	Chief Clerk - China
T/S J. P. Taylor	Cook - China

S E C R E T

T/4 Earl H. Shuler	Mechanic - Caserta
T/4 Earl H. Vetter	Mechanic - Caserta
Pvt. A. J. Zubkoff	Mechanic - Caserta
Pvt. G. H. Thorpe	Mechanic - Caserta
S/Sgt. S. Oppenheimer	Clerk Steno. - China
T/4 D. Mountouris	Cook - China
S/Sgt. Israel E. Diaz	Mess Sergeant - China
Pvt. T. J. Hanson	Clerk General - China
Pvt. P. P. Christopher	Clerk General - China
Pvt. G. A. Hunter	Clerk General - China

D. The following officers and enlisted men are on requisition:

(1) Officers

2nd Lt. C. K. Cloninger	Motor Officer - Bari
1st Lt. L. McIntire, Jr.	Adjutant - China
2nd Lt. S. A. Doherty	Adjutant - China
1st Lt. T. M. Otway	Adjutant - China
1st Lt. W. D. Bair	Adjutant - China
2nd Lt. J. J. Platner	Adjutant - China
2nd Lt. J. A. Trowbridge	Supply Officer - China
2nd Lt. T. Wicher	Supply Officer - China
1st Lt. W. G. Ganham	Adjutant - China
1st Lt. C. M. Callahan	Supply Officer - China
1st Lt. A. M. Knouse	Supply Officer - China
Capt. J. W. Kraussink	Supply Officer - China
1st Lt. J. B. Young	Veterinary -- II
1st Lt. Halo Hinchman	Veterinary -- II

(2) Enlisted Men

Pfc. David S. Lent	Photographer - China
Cpl. A. A. Goodell	Clerk - General
S/Sgt. J. Thompson	Supply Sergeant - China
S/Sgt. Paul A. Kern	Pioneer - China
Pvt. C. M. Doughtie	Road Grader Oper. - China
T/5 George S. Hamberg	Driver - China
T/5 Am. A. Wiseman	Supply Sergeant - China
Pvt. Amos W. Bouch	Clerk Typist - China
Pfc. Charles W. Nelson	Supply Sergeant - China
Pvt. Walter A. Ford	Driver - China
Pvt. Raymond W. Hummel	Driver - China
Pvt. T. W. Witt	Clerk General - China
Pvt. L. W. Becker, Jr.	Clerk Steno. - China
Pvt. Ralph Deussen	Photographer - China
S/Sgt. C. K. Karikizian	Photographer - China
Sgt. J. L. Reynolds	Clerk General - China
T/3 Hugh F. Malhollian	Photographer - China
Cpl. J. C. Kinnaman, Jr.	Clerk Typist - China
Pfc. Julius J. Chizar	Mechanic - China
Pfc. Harry J. Long	Cook - China
T/Sgt. J. A. Gartner	Lithographer - China
Pvt. L. D. Zinfaty	Printer - China
Pvt. Kenneth L. Allright	Track Driver - China
Cpl. John d. Doemer	Supply AGO - China
Pvt. M. W. Renschke	Mechanic - China
Pvt. Emil J. Quayle	Printer - China
Cpl. John Jett	Clerk General - China
T/3 Homer A. Hill	Pressman - China
T/4 Jack A. Hanley	Pressman - China

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Capt. E. H. Brown
 Pfc. E. E. Prieve
 Capt. E. J. McSwiggin
 T/4 M. J. Lewandowski
 S/Sgt. Joe W. Ogle
 Sgt. Louis E. Woodcock
 Pfc. Travis H. Thames
 Pfc. Charles L. Stegman
 T/5 Andrew T. Lapinsky
 Pvt. Charles Amira
 Pvt. Allen W. Hedge
 Pvt. Florian Wineriter
 T/3 Orlando A. Spear
 Pvt. Gerald Volm

Pressman - China
 Clerk General - China
 Saddler - China
 Saddler - China
 Saddler - China
 Blacksmith - China
 Blacksmith - China
 Blacksmith - China
 Blacksmith - China
 Pressman - China
 Pressman - China
 Pressman - China
 Pressman - China
 Duplicating machine oper.-
 China

III. CIVILIAN PERSONNEL

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A. OVERSEAS ASSIGNEES
ON DUTY AWAITING TRANSPORTATION

NAME	CAP	SALARY	TITLE	BRANCH	OPTION	TERMINATOR	BOB DATE	TRANSPORTATION DATE
Abrams, Ruth B.	7	2600	Admin.Asst.	Services	No	FLTO	1/8/45	1/9/45
Anderson, Naomi	5	2000	Clerk-Steno	Services	NO	FLTO	2/25/45	none
Brookbill, Anna M.	4	1800	Tel.Oper.	Transferred to	Comm.	2/16/45		
Comstedt, Isabel L.	4	1800	Clerk Typ.	Services	No	FLTO	2/8/45	2/10/45
Fennamore, Marian J.	4	1800	Clerk Steno	Services	No	FLTO	2/26/45	2/26/45
Goodwin, Irma	5	2000	Clerk Steno	Services	No	FLTO	1/8/45	1/9/45
Griffith, A. Rayo	5	2000	Clerk	Services	No	FLTO	OSS employee	2/10/45
Hennings, Willie May	5	2000	Clerk Steno	Services	No	FLTO	1/25/45	1/26/45
Kirby, Cheryl L.	4	1800	Clerk Typ.	Services	No	FLTO	2/13/45	2/26/45
Karnel, Thoresa	4	1800	Tel. Oper.	Transferred to	Comm.	2/16/45		
Larson, Helen H.	5	2000	Clerk Steno	Services	No	FLTO	2/16/45	2/16/45
Law, Elsie I.	5	2000	Clerk Steno	Services	No	FLTO	2/13/45	none
Linne, Betty Jane	5	2000	Clerk	Services	No	FLTO	2/26/45	none
McDonagel, Claire H.	5	2000	Clerk Steno	Services	No	FLTO	2/10/45	2/20/45
McVey, Ethel L.	4	1800	Clerk Typ.	Services	No	FLTO	2/12/45	2/12/45
Ness, Mae L.	4	1800	Clerk	Services	Finance	FLTO	1/22/45	1/23/45
Newell, Z. Dorothy	4	1800	Clerk	Services	No	FLTO	OSS employee	1/14/45
Roberts, Eleanor C.	5	2000	Clerk Steno	Services	No	FLTO	1/16/45	1/17/45
Shevi, Gertrude M.	4	1800	Clerk Steno	Services	NO	FLTO	OSS employee	2/26/45
Smith, Sara E.	4	1800	Clerk	Services	No	FLTO	2/14/45	2/15/45
Valerius, Helen	5	2000	Clerk Steno	Services	No	FLTO	12/29/41	1/23/45
Williams, Jeanette	5	2600	Clerk Steno	Services	No	FLTO	12/1/45	2/9/45

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B. OVERSEAS ASSIGNEES
DEPARTED SINCE 1 FEBRUARY 1945

<u>NAME</u>	<u>CAF</u>	<u>SALARY</u>	<u>TITLE</u>	<u>BRANCH</u>	<u>OPTION</u>	<u>THEATER</u>	<u>MOD DATE</u>	<u>TRANSPORTATION DATE</u>	<u>DEPARTED</u>
Casey, Marie E.	5	\$2000	Clerk Steno	Ser.	No	FMTC	1/1/45	1/2/45	2/16/45
Jones, Betty R.	5	\$2000	Clerk Steno	Ser.	No	ETC	OSS employee	1/15/45	2/25/45
Veith, Evelyn	5	\$2000	Clerk	Ser.	Finance	MEMTC	12/8/44	12/13/44	2/13/45

S E C R E T

- A. One of the major events in the reproduction B branch this month was the awarding of the Legion of Merit to Lt. Frank Bobb on 13 February 1945. The award was made in recognition of his service in the Army of the United States over and beyond the call of duty. Over a period of several years he devoted himself with great energy and persistence to work and research in the development of secret and special equipment of great value to the collection and distribution of intelligence in pictorial form. In addition to processes and improvements in photographic techniques and training, he is credited with the development of the Match Box Camera (Spy Camera), the 70mm Microfilm Camera and 70mm Microfilm Technique, and with original work in the development of a satisfactory "stripping" film for use in the field. The Match Box Camera filled an important need for a suitable and easily disguised camera for the use of undercover agents in the OSS. A serious reproduction problem developed early in the war in connection with the accumulation of pictorial intelligence by the use of microfilm techniques. This problem was satisfactorily solved by Lt. Bobb in the invention of the specialized 70mm Microfilm Camera and Camera technique which greatly improved and expedited the collection of pictorial intelligence from all parts of the world. "Stripping" film has been his most recent contribution to the obtaining of satisfactory intelligence in pictorial form. The award was made personally by General Donovan.
- B. The reproduction Branch is again able to report a contribution to the collection of photographic intelligence. This new development concerns the transportation of captured or clandestine information on 8mm, 13mm, or on 35mm film. For some time laboratory technicians have worked upon methods whereby the emulsion containing the vital information or negative could be removed from the unwanted base. After a year of work in cooperation with the Eastman Kodak Emulsion Research Laboratory and after many trials, a method has been discovered for doing this although it is not without some difficulties. This new process will accomplish the removal of the emulsion containing the negative and at the same time meet the field requirement that any such device must not require additional gadgets or chemicals other than those used for the processing of film under normal conditions. "Stripping" film has been developed for a specific purpose and will not replace the use of ordinary film. It is believed, however, that this film will fill a definite need and improve the collection of intelligence by means of pictorial presentation.
- Much of the original work was performed by Lt. Bobb and Mr. Rousseau of the reproduction branch. The film is now in process of procurement and is expected to be easily available in a few weeks to interested Branches of OSS.
- C. We wish to report the following information in regard to equipment. The first factory model of the new

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Oriental Composing Machine has arrived at the Washington office of the Reproduction Branch. The machine is doing everything that it was predicted that it would and is becoming an increasingly important development in reproduction work. Information and descriptions of the machine and changes made from time to time are being sent out to all outposts as soon as available. A new portable Combat Camera (Caldwell Camera) just received from the factory is on the way to Lt. Iwucz in Colombo, Ceylon. A continuous photostat machine available in ETO is being shipped to Lt. Caldwell's unit in FEPO.

- D. S/Sgt. Albert Dwyer of the Washington office reports that film and photographic paper are becoming extremely hard to secure. No set date can be obtained for the delivery of orders here. This means, of course, that the same problem will be reflected in your outpost activities. We are doing all we can to get this type of supply, but meanwhile all outposts are urged to avoid all possible waste and to confine the use of this material to strategic work only. Above all make requisitions months in advance on anticipated requirements for this particular type of supply. The equipment situation continues to be about the same except that enlargers are now extremely hard to secure.
- E. The following activities of our reproduction Branch personnel will no doubt be of interest to the outposts. Lt. James Hobbs, back from a two weeks away trip to the Pacific Coast where he was under instruction to new color techniques. During the past few days and J. Lafabre and Lt. Frank Bold were in Boston, Mass., and New York City, in connection with the development of an automatic, color and selenium and continuous tone litho plate. T/Lt. Carter has been giving a course of instruction to ty data in the various Branches whereby he hopes to make the cutting of stencils more uniform and reduce the necessity of re-cutting of so many stencils now have sent to the Plant for micro-graphing.
- F. Cpl. Alvin Davis received a letter of commendation from General Donovan in recognition of his excellent work in book binding. As an aide of the important books bound have been sent to the White House and several books for the White House, the Chief of Staff, and General Donovan. Cpl. Davis is skilled at assembling, disassembling, and repairing of books. He also is doing hand lettering in gold and gold stamping.
- G. S/Sgt. Murray Cunningham has been recommended for a commission. The recommendation has been approved and is the result of the fine work and record which S/Sgt. Cunningham has made in reproduction work in the China Theater. M/Sgt. Fred Drake received his commission on 21 February 1945. Lt. Drake has been in GDS reproduction work since the very early days of the organization. At the time of his commissioning he was in charge of the photographic laboratories and the photostatic section of the Washington Plant. T/Sgt. George Williams was

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promoted to Master Sergeant. T/3 Lawrence Rollins has been promoted to T/Sgt. and Sgt. Ernest Becker has been advanced to T/3. T/4 Joseph Strap was promoted to Staff Sergeant.

H. Lt. Everett Lovenbein and Lt. (jg) Arlo Brady have left for the Far East by air. Lt. Brady is on a liaison trip in connection with reproduction organization work in the Far East.

I. The following enlisted men left here for FLT0 on the dates indicated:

January 30, 1945:

Daviel Kunkel, Cpl.	Printer	ASN 13082764
Charles Traina, Cpl.	Printer	ASN 32781503
Frederick Claudy, Cpl.	Photographer	ASN 32760017

February 3, 1945:

John Wilbert, Cpl.	Microfilm Technician	ASN 32799585
Warren Winstanley, T/5	- Photographer	ASN 36539308
George Cenzar, Pvt.	- Photographer	ASN 33752347
George Johnson, Pvt.	- Photographer	
	Printer	ASN 31432043

J. The following man left 13 February 1945 for MEDT0:

Richard Powers, T/4	- Photostat Operator	ASN 13092762
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K. The following man has been alerted for the FLT0:

James Hasenel, T/5	- Printer	ASN 33890414
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L. The following personnel have been assigned to reproduction in the Continental United States:

James Inglima, T/5	ASN 32015820
Joseph Giampolo, T/5	ASN 32609916
Charles Valentino, T/5	ASN 32577738
Lawrence Demarria, S/Sgt.	ASN 33037077
Robert Morsant, Sgt.	ASN 33961285

M. The following men are on the allotment for IB and are being trained and processed. Two of these men (Pvt. Paul Leonard and Sgt. Benjamin Cooper) are now taking basic training.

Paul E. Leonard, Pvt.	- Pressman and Composer	- ASN 33961285
Benjamin Cooper, Pvt.	- Lithographer	- ASN 33960792
Ross C. Claford, Sgt.	- Lithographer	- ASN 36126592
	Pressman	
Daniel E. Volm, Lt.	- Research, Production of Jap typo.	- ASN 01635446

N. An additional ten men are being procured for the Continental United States. An additional six men are being procured for IBT0 (IB) and an officer is also being recruited for IB. Cutprints are reminded that in our

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recruiting we are anxious to send out men who do not have high ratings and present promotional possibilities. However, due to the extreme shortage of technicians, we are at times compelled to secure NCOs. Often they receive promotions while being procured and others who worked for us have earned promotions here before being put on the overseas allotment.

V. FINANCE BRANCH

- A. A new Division is being established in the Finance Branch which will be designated as the "Foreign Fiscal Operations Division". The function of this Division will be to devise new procedures, to assist in reporting to various stations abroad, to issue accounting and related instructions, and to accomplish general fiscal coordination insofar as foreign vouchered activities are concerned. It will act in liaison with approximately 18 or 19 disbursing stations.
- B. All disbursements in Italy are now being made through one Treasury Disbursing Agent in Rome and consequently the activities of the vouchered finance Certifying Officers and finance representatives in that area are of necessity being more closely coordinated than heretofore.
- C. Miss Evelyn Voith departed during the month for Caserta, Italy. It is anticipated that Miss Mae Ness will also depart for that area in the near future.
- D. Quite a few employees who have been abroad on temporary duty are now returning to the States. It would be helpful to this office if Finance Representatives could furnish these individuals with D. O. reference to last previous account paid abroad and the last date on which per diem was paid. It would then be possible for this office to continue payment without waiting for the receipt of accounts current.
- E. Accounts current and accompanying documents are now being received from stations in France and Switzerland for the first time.
- F. Travel Vouchers received with the accounts current frequently do not show rate of transportation or indicate the method used in securing such transportation. This information is necessary in order for this office to audit the account.
- G. An agreement has been reached with Marine Corps headquarters whereby Marine personnel traveling for OSS will travel at the expense of the Marine Corps rather than OSS as heretofore.
- H. Eighty-three foreign travel Vouchers were received during the month of January as compared with sixty during the month of December.
- I. It is now the practice for each agency by which an individual is employed to send in a separate retirement record covering the period of employment directly to the Civil Service Commission where a consolidated record of

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retirement is maintained, thus permitting to some extent more expeditious handling of the employee's claim for refund upon separation.

- J. A number of inquiries have been received from employees at foreign posts desiring information as to how and when statements of Withholding Tax Deductions would be sent out. The following practice is being observed in this connection:

- (1) Where an individual is serving as attorney-in-fact for an employee stationed abroad, an original and one copy of the statement are being sent to such individual and a third copy is being sent to the employee in the field.
- (2) When a bank is acting in the capacity of attorney-in-fact for an employee stationed abroad, an original and one copy of the statement are being sent to the employee in the field. If an employee desires to have this information sent to someone in the States, this will be accomplished when this request is received from the employee.

In addition to the decisions of the Comptroller General, which were cited in the January News Letter relative to Public Law 525, which provides for the lump-sum payment for accumulated or accrued annual or vacation leave to employees upon separation from the Government Service, the following decisions, received subsequent to the issuance of the January News Letter, are summarized for your information:

B-46937 - 19 January 1945
 B-47122 - 23 January 1945
 B-47256 - 30 January 1945
 B-47583 - 14 February 1945

- L. An employee retiring on the last day of the month may begin to receive otherwise proper annuity pay on the first day of the following month and also, pursuant to the act of December 21, 1944, receive a lump-sum payment for accumulated and current accrued annual leave due him at the close of business on the last day of active service.
- M. When the period of accumulation of current accrued annual leave for which an employee is to receive a lump-sum payment under the act of December 21, 1944, expires at the end of a day preceding a Sunday, holiday, or other nonwork day, the lump-sum payment may not include an amount representing compensation for such nonwork day. (B-46790, 13 January 1945, amplified.)
- N. Where, in connection with his separation a person is paid a lump sum under the act of December 21, 1944, for accrued annual leave, the last day of active duty is the date of separation, and, therefore, a vacancy in the office is to be considered as existing on the day following the last day of active duty, which vacancy may be filled on or after such following day.

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0. Suspended employees who are to be separated from service should not be restored to a pay status for the purpose of receiving lump-sum payments for accumulated and current accrued annual leave pursuant to the act of December 21, 1944, before final separation, but whether separated at the termination of the period of suspension or prior thereto, the lump-sum payment should be computed over the period immediately following such date of separation.

P. Lump-sum payments under the act of December 21, 1944, for accumulated and current accrued annual or vacation leave are chargeable to the fiscal year appropriation available for payment of the employee's salary on the last day of active duty, regardless of the fact that the period over which the leave is computed for the purpose of the lump-sum payment includes a portion of the next fiscal year.

Q. It has been held that sick leave because of pregnancy may be granted immediately prior to separation. (22 Comp. Gen. 533.) Hence, sick leave immediately prior to separation is required to be granted and paid for as leave in accordance with the usual procedure and may not be combined with terminal, annual or vacation leave to determine the amount of the lump-sum payment under the act of December 21, 1944, except to the extent necessary to determine the tax deduction pursuant to the rules stated by the Treasury Department in its circular of January 20, 1945, relative to withheld taxes for lump-sum payments under said Act. The time and date of expiration of the sick leave should be construed as the date of separation.

R. Other decisions of the Comptroller General which may be of interest are as follows:

B-44803 - 21 December 1944 - Civilian employees - Traveling expenses - Employee reporting to local draft board from foreign station.

Appropriated funds available for traveling expenses of employees assigned duty in a foreign country, including expenses of travel to the first post of duty and return to the United States, are not available for the expenses incurred by an employee in traveling from his foreign post of duty to his local draft board in the United States for induction under the Selective Training and Service Act of 1940 (54 Stat. 885) and back to his foreign post upon rejection for military service, such travel being incident to the employee's personal obligation as a citizen rather than as an employee of the United States.

B-46335 - 3 January 1945 - Compensation - Within-Grade Promotions - Service Credits - War Service Appointments Restored to Positions after Military Service.

In view of the Attorney General's opinion of May 26, 1943, that war service appointees hold "temporary" positions within the meaning of section 9 of the Selective Training and Service Act of 1940 and, hence,

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are not entitled to reemployment thereunder after military service, section 5 of Executive Order No. 8882, authorizing the counting of military service toward automatic promotion under the act of August 1, 1941, in the case of employees restored to civilian positions pursuant to the Selective Training and Service Act, has no application to war service appointees restored to civilian positions after military service under authority of War Service Regulation XIII.

B-46563 - 10 January 1945 - Compensation - Within-Grade Promotions - Service Credits - Leave Without Pay for 31-day Month.

In computing under section 2(a) of Executive Order No. 8882 the 18 or 30 months' service necessary to entitle an employee to a within-grade salary advancement pursuant to the act of August 1, 1941, only 30 days of an absence on leave without pay for the whole of a 31-day month may be counted, even though under the act of June 30, 1906, the 31st day of the month is disregarded in computing compensation, or deduction from compensation on account of leave without pay.

B-46925 - 25 January 1945 - Appropriations - Fiscal Year - Availability Beyond - Contract Cancellation and Reaward During Subsequent Fiscal Year.

Where a contract obligating the fiscal year appropriation then current for the purchase of equipment was cancelled by mutual agreement subsequent to the expiration of such fiscal year due to the inability of the Government to furnish the necessary priority rating, a replacement contract thereafter entered into on the basis of a new solicitation of bids cannot be regarded as an obligation legally incurred during the prior fiscal year - as in the case of a purchase against the account of a defaulting contractor - so as to authorize payment of the contract price from the prior fiscal year appropriation. 2 Comp. Gen. 130, distinguished.

VI. PROCUREMENT AND SUPPLY BRANCH

- A. Captain Hoyt Davis recently returned from LTC on temporary duty and for the first time, I believe, met his OSS, Washington associates, I hope that this meeting was not disappointing and that his visit was an enjoyable one.
- B. During the week of 5 February Win Mayo returned to Washington in the status of a WOC Consultant. It is believed by many that Win misses his associates and his responsibilities which were formerly his in OSS, and if he were not a man of such strong principles he would undoubtedly be honored by his presence again in Washington.
- C. Those of you who may know John Russell, P & S Branch, New York, may well be very envious of John as he has recently had a two weeks' vacation at Sea Island, Georgia, which as you know is one of the best vacation

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D. We have recently received word from Colonel Coughlin that he has appointed Charlie Fisher as Staff Officer to be responsible for certain Services activities in SEAC. This looks like a very good job for Charlie, and I am sure that Colonel Coughlin will find Charlie extremely capable of fulfilling the assignment.

E. Those of you who know Jack Jones (1st Lt.), formerly in charge of Country Installations in ETO, will be interested to hear that he has been assigned to a job in California as Officer in Charge of Services Personnel Warehouse near Los Angeles.

VII. FIELD SERVICE UNIT

A. Captain H. P. W. Christiansen formerly Assistant Supply Officer in the Procurement and Supply Branch at London has been appointed ETO-MedTO Liaison Officer for the Unit vice WOJG Arthur H. West who has been transferred to the Contract Division of the Procurement and Supply Branch.

B. Now, pre-printed Detachment Supply Inventory Forms were recently being pouched to all Detachments, all Theaters for the purpose of an Over-all Monthly Inventory of Supply and was prepared in its present form to alleviate the necessity of extensive typing. Complete instructions are a part of the Monthly Inventory Booklet.

C. Your attention is directed to the similarity of names between the "Field Section" (Former Theater Office); the "Field Experimental Unit" and the "Field Service Unit". It is requested that care be exercised in addressing material to the "Field Service Unit" or Administrative Services to avoid unnecessary delay in delivery. For example - no return has been made on requests pouched under Nos. AL-1035 ETO, AK-203 Kunming, AK-203 Chungking, and A-724 Kandy to all Theaters on 23 January 1946. It is highly desirable that we have the information contained in these requests as rapidly as possible.

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14 March 1948

SUBJECT: February Monthly Report of Branches of Administrative Services

TO: All Administrative Services Field Personnel

1. Attached, are copies of the Monthly News Letter of the respective branches of Administrative Services.

John C. Deane, Jr.
JOHN C. DEANE, JR.
Lt. Col., A.C.

I. TRANSPORTATION OFFICE

- A. Issue Clearance Certificates. In order that no traveler will leave Washington with a doubt in his mind that some matter should have been attended to prior to leaving for his overseas assignment, we have prepared an overseas check list. The Travel Sponsor personally checks over each of the 72 items with the traveler and makes certain that items such as wills, allotments, etc. are in order. The Transportation Office in turn issues an OSS clearance certificate authorizing the traveler to proceed to the port of embarkation. There is now no reason for our personnel arriving in the field without all matters properly attended to, and if this should occur please notify us immediately.
- B. Domestic Transportation. Effective 1 February 1946 procurement of domestic rail reservations and air priorities have become a function of the Transportation Office. Miss A Louise Charles who previously handled this for Travel and Transportation Division of Finance Branch has been transferred to our office, and Miss Helen Leginski will assist her on domestic travel.
- C. Try to Notify Branches of Arrivals in Field. Please be sure to notify us immediately either by cable or air pouch, of the arrival of all OSS personnel in the field. It is now our responsibility to notify the branches in Washington on our full cooperation is essential. In some instances the branches have received letters from individuals before we have received any word of their arrival abroad.
- D. TCA and Priority Control. This function has been transferred to the Transportation Office with Mrs. Elizabeth Scott in charge. This office receives the action copy of the War Department cables regarding TCA and priority, notifies the branches and keeps appropriate records for control purposes. The requests for TCA and priority, however, will continue to originate from the branches, sent through the Field Section.

II. MILITARY PERSONNEL

- A. The following named men left Washington for stations and duties shown opposite their respective names:

1st Lt. Chester L. Luman	Supply Officer	IB	3/2/46
2nd Lt. Robert Maynard	Supply Officer	IB	3/3/46
2nd Lt. James L. Barwell	Supply Officer	IB	3/2/46
1st Lt. Robert A. Bonner	Adjutant	IB	3/3/46

- B. The following named enlisted men left Washington for stations and duties shown opposite their respective names:

T/S Charles D. Stinson	Ordnance MOC	IB	3/2/46
Sgt. Thomas J. Robertson	Carpenter	IB	3/2/46
Sgt. Michael Busko, Jr.	Mail Clerk	IB	3/2/46
T/4 Melvin E. Sangwin	Driver	IB	3/2/46

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T/4 Lawrence E. Mackechnie	Driver	IB	3/2/45
Cpl. Edmund Bednarek	Ordnance NCO	IB	3/2/45
Cpl. Frederick Claudy	Reproduction	IB	1/30/45
Cpl. Daniel J. Kunds	Reproduction	IB	1/30/45
Cpl. Arthur M. Roberts	Electrician	IB	3/2/45
Cpl. Allen J. Sulheimer	Basic Soldier	IB	3/2/45
Cpl. John H. Walbert	Reproduction	IB	3/2/45
T/5 Johnnie Batten	Cook	IB	3/2/45
T/5 Edward R. Champlin	Cook	IB	3/2/45
T/5 Johnnie K. Mikolas	Carpenter	IB	3/2/45
T/5 Charles J. Traina	Reproduction	IB	1/30/45
T/5 Warren O. Winstanley	Reproduction	IB	2/1/45
Pfc Ralph V. Griggs	Basic Soldier	IB	3/2/45
Pfc Theodore Kalogeropoulos	Basic Soldier	IB	3/2/45
Pfc George L. Tambakos	Basic Soldier	IB	3/2/45
Pvt. James Economou	Basic Soldier	IB	3/2/45
Pvt. John C. Gafos	Basic Soldier	IB	3/2/45
Pvt. George W. Johnson	Reproduction	IB	2/1/45
Pvt. Arlo G. Lorton	Typewriter Repairman	IB	3/2/45

- C. The following officers and enlisted men are being oriented for their future assignments and awaiting transportation to overseas destination:

(1) Officers

1st Lt. D. F. Long	Supply Officer	China
1st Lt. D. E. Volm	Reproduction	China
2nd Lt. H. A. Lebo	Supply Officer	China
2nd Lt. G. W. Robb	Supply Officer	China
Capt. J. B. Rodgots, Jr.	Det. Commander	China
Capt. Edward Schwartz	Det. Commander	China
Major John G. Wallace	Det. Commander	China
1st Lt. M. L. McCune	Adjutant	China

(2) Enlisted Men

1st Sgt. J.A. Gartland	Det. 1st Sergeant
Sgt. Am. E. Lutke	Chief Clerk
T/Sgt. August C. Polnar	Motor Sergeant
T/Sgt. G. A. Watkins	Utility Sergeant
S/Sgt. J. K. Eliwa	Mess Sgt., China Mission
S/Sgt. J. W. Walker	Supply Sergeant
S/Sgt. J. A. Griffen	Personnel Clerk
S/Sgt. Nick A. Isloff	Motor Sergeant
S/Sgt. Mr. J. Lynch	Reproduction
S/Sgt. Danny A. Hanna	Personnel Clerk
Sgt. Joel L. Hart	Clerk - General
Sgt. B. J. Lake	Reproduction
Sgt. J. E. Lynch	Personnel Clerk
Sgt. R. A. Schultz	Cook - China Mission
Sgt. H. J. Wojciechowski	Driver - China Mission
T/4 Frank H. Isgro	Clerk Typist
T/4 Sylvan Frieber	Driver
T/4 T.G. Stancoulis	Driver
Cpl. L. E. Chergoski	Basic - China Mission
Cpl. James Elliott	Basic - China Mission
Cpl. Cuvorne Erickson	Driver
Cpl. Homer T. Rutledge	Basic Soldier
Cpl. Frederick Senger	Basic Soldier - China Mission
Cpl. Samuel Stean	Basic Soldier

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T/5 L. D. DiGiacco	Campmaster
T/5 Andrew L. Fox	Supply Clerk
T/5 Robert J. Hoy	Driver
T/5 Harry M. Hughes	Driver - China Mission
T/5 Albert R. Pahl	Driver
T/5 Leo J. Smith	Driver
T/5 Clinton R. Zeller	Driver
Pfc. B. C. Ball	Reproduction
Pfc. Charley A. Billiott	Cook
Pfc. D. Matheos	Cook
Pfc. Shady Murray	Cook - China Mission
Pfc. James Mandles	Driver - China Mission
Pfc. A. J. Kogowski	Cook - China Mission
Pfc. Merritt I. Host	Basic Soldier
Pvt. Milo J. Adair	Driver
Pvt. Elmer Atwood	Reproduction
Pvt. A. W. Basetta	Basic Soldier
Pvt. G. E. Bray	Basic Soldier
Pvt. G. H. Burdine	Driver
Pvt. N. B. Bassares	Basic Soldier
Pvt. G. Canzar	Reproduction
Pvt. Mario P. Cervone	Clerk - General
Pvt. E. A. Condon	Basic Soldier
Pvt. W. B. Cook	Driver
Pvt. W. M. Craddy, Jr.	Reproduction
Pvt. Armand DeLone	Driver
Pvt. Wendell Dusberry	Mechanic
Pvt. E. K. Laromason	Cook - China Mission
Pvt. Almon Johnson	Driver
Pvt. C. A. Kemp	Basic Soldier
Pvt. A. L. McFaulst	Basic Soldier - China Mission
Pvt. Joe M. Long	Basic Soldier
Pvt. M. Mathews	Basic Soldier
Pvt. J. S. McGee, Jr.	Basic Soldier - China Mission
Pvt. D. F. Parrish	Basic Soldier
Pvt. A. J. Phillips	Basic Soldier
Pvt. S. C. Phipps	Driver - China Mission
Pvt. L. F. Quinn	Driver - China Mission
Pvt. W. W. Rogers	Clerk - General
Pvt. J. Santora	Basic Soldier
Pvt. John Schauf	Basic Soldier
Pvt. Andrew Spence	Basic Soldier
Pvt. Peter D. Thompson	Basic Soldier
Pvt. A. L. Tiller	Basic Soldier - China Mission
Pvt. Roy L. Walker	Basic Soldier
Pvt. J. E. White	Basic Soldier
Pvt. J. M. Williams	Basic Soldier - China Mission
Pvt. J. E. Wilson	Basic Soldier
Pvt. J. L. Ziegler	Cook - China Mission
Cpl. J. E. Zimmerman	Personal Clerk - China
T/S Romeo J. Zimmermann	Clerk General - China
Pvt. J. A. Hurst	Photographer - China
M/Sgt. F. Regan	Chief Clerk - China
Pfc. Samuel E. Clark	Interpreter - China
Pvt. R. E. Gray	Driver - China
T/Sgt. A. E. Hitcher	Chief Clerk - China
T/S R. J. Lowe	Mail Courier - China
Sgt. J. F. C. Rice	Clerk General - China
S/Sgt. A. H. Henderson	Clerk General - China
L/Sgt. Howard Brown	Chief Clerk - China
T/S J. E. ...	Cook - China

T/4 Mario R. Shuster
 T/4 Earl E. Vetter
 Pvt. W. J. Zubkoff
 Pvt. G. H. Thorpe
 S/Sgt. S. Oppenheimer
 T/4 D. Kountouris
 S/Sgt. Israel E. Diaz
 Pvt. T. J. Hanson
 Pvt. P. F. Christopher
 Pvt. C. A. Hunter

Mechanic - Caserta
 Mechanic - Caserta
 Mechanic - Caserta
 Mechanic - Caserta
 Clerk Steno. - China
 Cook - China
 Mess Sergeant - China
 Clerk General - China
 Clerk General - China
 Clerk General - China

D. The following officers and enlisted men are on requisition:

(1) Officers

2nd Lt. C. K. Cloninger
 1st Lt. L. Sabatino, Jr.
 2nd Lt. S. A. DeBarathy
 1st Lt. T. M. Otney
 1st Lt. W. D. Blair
 2nd Lt. J. J. Platner
 2nd Lt. J. L. Treebridge
 2nd Lt. T. Wacker
 1st Lt. W. G. Gaudin
 1st Lt. G. H. Callahan
 1st Lt. A. M. Knudson
 Capt. J. A. Krasinski
 1st Lt. J. J. Young
 1st Lt. L. L. Rinckan

Motor Officer - Bari
 Adjutant - China
 Adjutant - China
 Adjutant - China
 Adjutant - China
 Adjutant - China
 Supply Officer - China
 Supply Officer - China
 Adjutant - China
 Supply Officer - China
 Supply Officer - China
 Supply Officer - China
 Veterinary -- US
 Veterinary -- US

(2) Enlisted men

Pfc. David S. Leat
 Cpl. A. A. Goodell
 S/Sgt. J. Thompson
 S/Sgt. Paul G. Hara
 Pvt. C. M. D. Hara
 P/4 George B. Gaudin
 P/4 A. A. Gaudin
 Pvt. Angus A. Gaudin
 Cpl. Charles W. Nelson
 Pvt. Hara G. Paul
 Pvt. Raymond W. Gaudin
 Pvt. T. K. Gitt
 Pvt. H. M. Gaudin, Jr.
 Pvt. Ralph Gaudin
 S/Sgt. C. K. Krasinski
 Sgt. J. E. Reynolds
 T/3 Hara E. Krasinski
 Cpl. J. G. Krasinski, Jr.
 Pfc. Julius J. Gaudin
 Pfc. Harry J. Gaudin
 T/Sgt. J. A. Gaudin
 Pvt. E. D. Gaudin
 Pvt. Kenneth L. Allright
 Cpl. John H. Gaudin
 Pvt. M. W. Krasinski
 Pvt. Emil J. Quayle
 Cpl. John Jett
 T/3 Hara E. Hill
 T/4 Jack A. Manley

Photographer - China
 Clerk - General
 Supply Sergeant - China
 Ironer - China
 Road Grader Oper. - China
 Driver - China
 Supply Sergeant - China
 Clerk Typist - China
 Supply Sergeant - China
 Driver - China
 Driver - China
 Clerk General - China
 Clerk Steno. - China
 Photographer - China
 Photographer - China
 Clerk General - China
 Photographer - China
 Clerk Typist - China
 Mechanic - China
 Cook - China
 Librarian - China
 Printer - China
 Truck Driver - China
 Supply AGC - China
 Mechanic - China
 Printer - China
 Clerk General - China
 Pressman - China
 Pressman - China

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Cpl. F. A. Brown	Pressman - China
Pvt. G. B. Frieve	Clerk General - China
Cpl. F. J. McSwiggin	Saddler - China
T/4 M. J. Lowandowski	Saddler - China
S/Sgt. Joe W. Ggle	Saddler - China
Sgt. Louis E. Woodcock	Blacksmith - China
Pfc. Travis H. Thames	Blacksmith - China
Pfc. Charles L. Stegman	Blacksmith - China
T/E Andrew T. Lapinsky	Blacksmith - China
Pvt. Charles Amira	Pressman - China
Pvt. Allen W. Hedgo	Pressman - China
Pvt. Florian Wineritor	Pressman - China
T/3 Orlando A. Spear	Pressman - China
Pvt. Gerald Volm	Duplicating machine oper. -
	China

III. CIVILIAN PERSONNEL

S E C R E T

A. OVERSEAS ASSIGNEES
ON DUTY AWAITING TRANSPORTATION

NAME	C.F.	SALARY	TITLE	BRANCH	OPTION	TRAVELER	ROD DATE	TRANSPORTATION DATE	ALIAS
Abrams, Ruth B.	7	2600	Admin.Asst.	Services	No	FLTO	1/8/45	1/9/45	Yes
Anderson, Naomi	5	2000	Clerk-Steno	Services	MO	FLTO	2/26/45	none	No
Breckbill, Anna M.	4	1800	Tel.Oper.	Transferred to	Comm.	2/16/45			
Comstedt, Isabel L.	4	1800	Clerk Typ.	Services	No	FLTO	2/8/45	2/10/45	No
Fennimore, Marian J.	4	1800	Clerk Steno	Services	No	FLTO	2/26/45	2/26/45	No
Goodwin, Irma	5	2000	Clerk Steno	Services	No	FLTO	1/8/45	1/9/45	Yes
Griffith, A. Faye	5	2000	Clerk	Services	No	FLTO	OSS employee	2/10/45	No
Hennings, Willie May	5	2000	Clerk Steno	Services	No	FLTO	1/25/45	1/26/45	Yes
Kirby, Cheryl L.	4	1800	Clerk Typ.	Services	No	FLTO	2/19/45	2/26/45	No
Karnal, Theresa	4	1800	Tel. Oper.	Transferred to	Comm.	2/16/45			
Larson, Helen H.	5	2000	Clerk Steno	Services	No	FLTO	2/16/45	2/16/45	No
Law, Elsie I.	5	2000	Clerk Steno	Services	No	FLTO	2/13/45	none	No
Lynn, Betty Jane	5	2000	Clerk	Services	No	FLTO	2/26/45	none	No
McDoigal, Claire H.	5	2000	Clerk Steno	Services	No	FLTO	2/10/45	2/20/45	No
McVey, Ethel L.	4	1800	Clerk Typ.	Services	No	FLTO	2/12/45	2/12/45	No
Ness, Mac L.	4	1800	Clerk	Services	Finance	MLSTO	1/22/45	1/23/45	No
Newell, Z. Dorothy	4	1800	Clerk	Services	No	FLTO	OSS employee	1/14/45	No
Roberts, Eleanor C.	5	2000	Clerk Steno	Services	No	FLTO	1/16/45	1/17/45	Yes
Sheva, Gertrude M.	4	1800	Clerk Steno	Services	MO	FLTO	OSS employee	2/26/45	No
Smith, Sara E.	4	1800	Clerk	Services	No	FLTO	2/14/45	2/15/45	No
Valerius, Helen	5	2000	Clerk Steno	Services	No	FLTO	12/29/45	1/23/45	Yes
Williams, Jeanette	5	2600	Clerk Steno	Services	No	FLTO	12/1/45	2/9/45	No

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B. OVERSEAS ASSIGNEES
DEPARTED SINCE 1 FEBRUARY 1945

<u>NAME</u>	<u>CAF</u>	<u>SALARY</u>	<u>TITLE</u>	<u>BRANCH</u>	<u>OPTION</u>	<u>THEATER</u>	<u>EOD DATE</u>	<u>TRANSPORTATION DATE</u>	<u>DEPARTED</u>
Cassey, Marie E.	5	\$2000	Clerk Steno	Ser.	No	FETO	1/1/45	1/2/45	2/16/45
Jones, Betty R.	5	\$2000	Clerk Steno	Ser.	No	ETO	OSS employee	1/15/45	2/25/45
Veith, Evelyn	5	\$2000	Clerk	Ser.	Finance	MEDTC	12/8/44	12/13/44	2/13/45

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IV. REPRODUCTION BRANCH

A. One of the major events in the Reproduction Branch this month was the awarding of the Legion of Merit to Lt. Frank Bobb on 13 February 1945. The award was made in recognition of his service in the Army of the United States over and beyond the call of duty. Over a period of several years he devoted himself with great energy and persistence to work and research in the development of secret and special equipment of great value to the collection and distribution of intelligence in pictorial form. In addition to processes and improvements in photographic techniques and training, he is credited with the development of the Match Box Camera (Spy Camera), the 70mm Microfilm Camera and 70mm Microfilm Technique, and with original work in the development of a satisfactory "stripping" film for use in the field. The Match Box Camera filled an important need for a suitable and easily disguised camera for the use of undercover agents in the OSS. A serious reproduction problem developed early in the war in connection with the accumulation of pictorial intelligence by the use of microfilm techniques. This problem was satisfactorily solved by Lt. Bobb in the invention of the specialized 70mm Microfilm Camera and Camera technique which greatly improved and expedited the collection of pictorial intelligence from all parts of the world. "Stripping" film has been his most recent contribution to the obtaining of satisfactory intelligence in pictorial form. The award was made personally by General Donovan.

B. The Reproduction Branch is again able to report a contribution to the collection of photographic intelligence. This new development concerns the transportation of captured or clandestine information on 8mm, 16mm, or on 35mm film. For some time laboratory technicians have worked upon methods whereby the emulsion containing the vital information or negative could be removed from the unwanted base. After a year of work in cooperation with the Eastman Kodak Emulsion Research Laboratory and after many trials, a method has been discovered for doing this although it is not without some difficulties. This new process will accomplish the removal of the emulsion containing the negative and at the same time meet the field requirement that any such device must not require additional gadgets or chemicals other than those used for the processing of film under normal conditions. "Stripping" film has been developed for a specific purpose and will not replace the use of ordinary film. It is believed, however, that this film will fill a definite need and improve the collection of intelligence by means of pictorial presentation.

Much of the original work was performed by Lt. Bobb and Mr. Rousseau of the Reproduction Branch. The film is now in process of procurement and is expected to be easily available in a few weeks to interested Branches of OSS.

C. We wish to report the following information in regard to equipment. The first factory model of the new

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Oriental Composing Machine has arrived at the Washington office of the Reproduction Branch. The machine is doing everything that it was predicted that it would and is becoming an increasingly important development in reproduction work. Information and descriptions of the machine and changes made from time to time are being sent out to all outposts as soon as available. A new portable Combat Camera (Caldwell Camera) just received from the factory is on the way to Lt. Iwucz in Colombo, Ceylon. A continuous photostat machine available in ETO is being shipped to Lt. Caldwell's unit in FETO.

- D. S/Sgt. Albert Duryee of the Washington office reports that film and photographic paper are becoming extremely hard to secure. No set date can be obtained for the delivery of orders here. This means, of course, that the same problem will be reflected in your outpost activities. We are doing all we can to get this type of supply, but meanwhile all outposts are urged to avoid all possible waste and to confine the use of this material to strategic work only. Above all make requisitions months in advance on anticipated requirements for this particular type of supply. The equipment situation continues to be about the same except that enlargers are now extremely hard to secure.
- E. The following activities of our Reproduction Branch personnel will no doubt be of interest to the outposts. Lt. Harve Hobbe is back from a two weeks survey trip to the Pacific Coast which was made in reference to new color techniques. During the past few days Major Lefebvre and Lt. Frank Bobb were in Boston, Mass., and New York City, in connection with the development of an automatic, enlarged X-Press and continuous tone litho plates. T/Sgt. Curtis has been giving a course of instruction to typists in the various Branches whereby he hopes to make the cutting of stencils more uniform and remove the necessity of re-cutting of so many stencils when they come to the Plant for mimeographing.
- F. Cpl. Alvin Hardt received a letter of commendation from General Donovan in recognition of his excellent work in bookbinding. Among some of the important books bound have been sets of pamphlets and several books for the White House, the Combined Chiefs of Staff, and General Donovan. Cpl. Hardt is skilled at assembling, disassembling, and repairing of books. He also is doing hand lettering in gold and gold stamping.
- G. S/Sgt. Murray Cunningham has been recommended for a commission. The recommendation has been approved and is the result of the fine work and record which S/Sgt. Cunningham has made in reproduction work in the China Theater. M/Sgt. Fred Drake received his commission on 21 February 1945. Lt. Drake has been in CSS reproduction work since the very early days of the organization. At the time of his commissioning he was in charge of the photographic laboratories and the photostatic section of the Washington Plant. T/Sgt. George Williams was

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promoted to Master Sergeant. T/3 Lawrence Rollins has been promoted to T/Sgt. and Sgt. Ernest Becker has been advanced to T/3. T/4 Joseph Strap was promoted to Staff Sergeant.

H. Lt. Everett Iovenbein and Lt. (jg) Arlo Brady have left for the Far East by air. Lt. Brady is on a liaison trip in connection with reproduction organization work in the Far East.

I. The following enlisted men left here for FLTO on the dates indicated:

January 30, 1945:

Daniel Kunkel, Cpl.	Printer	ASN 13082764
Charles Traina, Cpl.	Printer	ASN 32781503
Frederick Claudy, Cpl.	Photographer	ASN 32705017

February 3, 1945:

John Wilbert, Cpl.	Microfilm Technician	ASN 32709585
Warren Winstanley, 1/5	- Photographer	ASN 36539309
George Cenzar, Pvt.	- Photographer	ASN 33752327
George Johnson, Pvt.	- Photographer	
	Printer	ASN 31432943

J. The following man left 13 February 1945 for MEDIO:

Richard Powers, 1/4	- Photostat Operator	ASN 13082762
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K. The following man has been alerted for the FLTO:

James Hansen, T/3	- Printer	ASN 33811414
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L. The following personnel have been assigned to reproduction in the Continental United States:

James Smith, 1/5	ASN 32618210
Joseph Traina, 1/5	ASN 32609516
Charles Traina, 1/5	ASN 32677733
Lawrence Demaris, S/Sgt.	ASN 33037077
Robert M. Smith, Sgt.	ASN 33064122

M. The following men are on the allotment for ID and are being trained and processed. Two of these men (Pvt. Paul Leonard and Sgt. Benjamin Cooper) are now taking basic training.

Paul H. Leonard, Pvt.	- Pressman and Composer	ASN 31081235
Benjamin Cooper, Pvt.	- Lithographer	ASN 33081723
Ross C. Clifford, Sgt.	- Lithographer	ASN 32611100
	Pressman	
Daniel E. Volm, Lt.	- Research, Promotion of Jap Type.	ASN 31032446

N. An additional ten men are being processed for the Continental United States. An additional six men are being processed for FLTO (ID) and an officer is also being recruited for ID. Comments are reminded that in our

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However, due to the extreme shortage of technicians, we are at time compelled to secure NOOs. Often they receive promotions while being procured and others who worked for us have earned promotions here before being put on the overseas allotment.

V. FINANCE BRANCH

- A. A new Division is being established in the Finance Branch which will be designated as the "Foreign Fiscal Operations Division". The function of this Division will be to devise new procedures, to assist in reporting to various stations abroad, to issue accounting and related instructions, and to accomplish general fiscal coordination insofar as foreign vouchered activities are concerned. It will act in liaison with approximately 18 or 19 disbursing stations.
- B. All disbursements in Italy are now being made through one Treasury Disbursing Agent in Rome and consequently the activities of the vouchered Finance Certifying Officers and Finance representatives in that area are of necessity being more closely coordinated than heretofore.
- C. Miss Evelyn Veith departed during the month for Caserta, Italy. It is anticipated that Miss Mae Nease will also depart for that area in the near future.
- D. Quite a few employees who have been abroad on temporary duty are now returning to the States. It would be helpful to this office if Finance Representatives could furnish these individuals with P. O. reference to last previous account paid abroad and the last date on which pay was paid. It would then be possible for this office to continue payment without waiting for the receipt of accounts current.
- E. Accounts current and accompanying documents are now being received from stations in France and Switzerland for the first time.
- F. Travel Vouchers are being issued to account current frequently for travel and transportation, or indeed to the station where such transportation. This information is necessary in order for this office to audit the accounts.
- G. An agreement has been reached with the German Corporation for the use of German Navy personnel for travel and transportation. Personnel will travel at the expense of the German Government as was the case heretofore.
- H. Eighty-three German travel vouchers were received during the month of January. A period of thirty days during the first month of December.
- I. It is now the practice to send a copy of a letter on individual is employed to a separate employment record covering the period of employment directly to the Civil Service Commission where a consolidated record of

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retirement is maintained, thus permitting to some extent more expeditious handling of the employee's claim for refund upon separation.

- J. A number of inquiries have been received from employees at foreign posts desiring information as to how and when statements of Withholding Tax Deductions would be sent out. The following practice is being observed in this connection:

- (1) Where an individual is serving as attorney-in-fact for an employee stationed abroad, an original and one copy of the statement are being sent to such individual and a third copy is being sent to the employee in the field.
- (2) When a bank is acting in the capacity of attorney-in-fact for an employee stationed abroad, an original and one copy of the statement are being sent to the employee in the field. If an employee desires to have this information sent to someone in the States, this will be accomplished when this request is received from the employee.

In addition to the decisions of the Comptroller General, which were cited in the January News Letter relative to Public Law 525, which provides for the lump-sum payment for accumulated or accrued annual or vacation leave to employees upon separation from the Government Service, the following decisions, received subsequent to the issuance of the January News Letter, are summarized for your information:

B-46917 - 10 January 1945
 B-47117 - 23 January 1945
 B-47138 - 20 January 1945
 B-47523 - 14 February 1945

- L. An employee retiring on the last day of the month may begin to receive a lump-sum annuity pay on the first day of the following month and also, pursuant to the act of December 31, 1944, receive a lump-sum payment for accumulated or accrued annual leave due him at the close of business on the last day of active service.
- M. When the period of accumulation or current accrued annual leave for which an employee is to receive a lump-sum payment under the act of December 31, 1944, expires at the end of a day preceding a Sunday, holiday, or other nonwork day, the lump-sum payment may be made an amount representing compensation for such nonwork day. (B-48790, 12 January 1945, suspended.)
- N. Where, in connection with his separation a person is paid a lump sum under the act of December 31, 1944, for accrued annual leave, the last day of active duty is the date of separation, and, therefore, a vacancy in the office is to be considered as existing on the day following the last day of active duty, which vacancy may be filled on or after such following day.

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should not be restored to a pay status for the purpose of receiving lump-sum payments for accumulated and current accrued annual leave pursuant to the act of December 21, 1944, before final separation, but whether separated at the termination of the period of suspension or prior thereto, the lump-sum payment should be computed over the period immediately following such date of separation.

- F. Lump-sum payments under the act of December 21, 1944, for accumulated and current accrued annual or vacation leave are chargeable to the fiscal year appropriation available for payment of the employee's salary on the last day of active duty, regardless of the fact that the period over which the leave is computed for the purpose of the lump-sum payment includes a portion of the next fiscal year.
- G. It has been held that sick leave because of pregnancy may be granted immediately prior to separation. (22 Comp. Gen. 553.) Hence, sick leave immediately prior to separation is required to be granted and paid for as leave in accordance with the usual procedure and may not be combined with terminal, annual or vacation leave to determine the amount of the lump-sum payment under the act of December 21, 1944, except to the extent necessary to determine the tax deduction pursuant to the rules stated by the Treasury Department in its circular of January 20, 1945, relative to the held terms for lump-sum payments under said act. The time and date of expiration of the sick leave should be construed as the date of separation.
- H. Other decisions of the Comptroller General which may be of interest are as follows:

B-44803 - 21 December 1944 - Civilian Service Act -
Traveling expenses - Leave before reporting to local
draft board from foreign station.

Appropriated funds available for traveling expenses of employees assigned duty in a foreign country, including expenses of travel to the first point of duty and return to the United States, are not available for the expenses incurred by an employee in traveling from his foreign post of duty to his local draft board in the United States for induction under the Selective Training and Service Act of 1940 (54 Stat. 826) and back to his foreign post upon rejection for military service, such travel being incurred to the employee's personal obligation as a citizen rather than as an employee of the United States.

B-46356 - 3 January 1945 - Compensation - Within-Grade
Promotions - Service Credits - War Service Appointments
Restored to Positions after Military Service.

In view of the Attorney General's opinion of May 26, 1945, that war service appointments held "temporary" positions within the meaning of section 2 of the Selective Training and Service Act of 1940 and, hence,

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are not entitled to reemployment thereunder after military service. Section 5 of Executive Order No. 8882, authorizing the counting of military service toward automatic promotion under the act of August 1, 1941, in the case of employees restored to civilian positions pursuant to the Selective Training and Service Act, has no application to war service appointees restored to civilian positions after military service under authority of War Service Regulation XIII.

B-46563 - 10 January 1945 - Compensation - Within-Grade Promotions - Service Credits - Leave Without Pay for 31-day Month.

In computing under section 2(c) of Executive Order No. 8882 the 18 or 30 months' service necessary to entitle an employee to a within-grade salary advancement pursuant to the act of August 1, 1941, only 30 days of an absence on leave without pay for the whole of a 31-day month may be counted; even though under the act of June 30, 1906, the 31st day of the month is disregarded in computing compensation, or deduction from compensation on account of leave without pay.

B-46925 - 25 January 1945 - Appropriations - Fiscal Year - Availability Beyond - Contract Cancellation and Reaward During Subsequent Fiscal Year.

Where a contract obligating the fiscal year appropriation then current for the purchase of equipment was cancelled by mutual agreement subsequent to the expiration of such fiscal year due to the inability of the Government to furnish the necessary priority rating, a replacement contract thereafter entered into on the basis of a new solicitation of bids cannot be regarded as an obligation legally incurred during the prior fiscal year - as in the case of a purchase against the account of a defaulting contractor - so as to authorize payment of the contract price from the prior fiscal year appropriation. 2 Comp. Gen. 150, distinguished.

VI. PROCUREMENT AND SUPPLY BRANCH

- A. Captain Hoyt Davis recently returned from LTO on temporary duty and for the first time, I believe, met his OSS, Washington associates, I hope that this meeting was not disappointing and that his visit was an enjoyable one.
- B. During the week of 7 February Win Mayo returned to Washington in the status of a WOC Consultant. It is believed by many that Win misses his associates and his responsibilities which were formerly his in OSS, and if he were not a man of such strong principles we would undoubtedly be honored by his presence again in Washington.
- C. Those of you who may know John Russell, P & S Branch, New York, may well be very envious of John as he has recently had a two weeks' vacation at Sea Island, Georgia, which as you know is one of the best vacation

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D. We have recently received word from Colonel Coughlin that he has appointed Charlie Fisher as Staff Officer to be responsible for certain Services activities in SBAC. This looks like a very good job for Charlie, and I am sure that Colonel Coughlin will find Charlie extremely capable of fulfilling the assignment.

E. Those of you who know Jack Jones (1st Lt.), formerly in charge of Country Installations in ETO, will be interested to hear that he has been assigned to a job in California as Officer in Charge of Services Personnel Warehouse near Los Angeles.

VII. FIELD SERVICE UNIT

- A. Captain H. P. W. Christiansen formerly Assistant Supply Officer in the Procurement and Supply Branch at London has been appointed ETO-MedTO Liaison Officer for the Unit vice WOJG Arthur H. West who has been transferred to the Contract Division of the Procurement and Supply Branch.
- B. New, pre-printed Detachment Supply Inventory forms were recently being pouched to all Detachments, all Theaters for the purpose of an Over-all Monthly Inventory of Supply and was prepared in its present form to alleviate the necessity of extensive typing. Complete instructions are a part of the Monthly Inventory Booklet.
- C. Your attention is directed to the similarity of names between the "Field Section" (Former Theater Office); the "Field Expeditional Unit" and the "Field Service Unit". It is requested that care be exercised in addressing material to the "Field Service Unit" of Administrative Services to avoid unnecessary delay in delivery. For example - no return has been made on requests pouched under Nos. AL-1035 ETO, AL-202 Hainling, AK-202 Chungking, and A-724 Kandy to all Theaters on 23 January 1945. It is highly desirable that we have the information contained in these requests as rapidly as possible.

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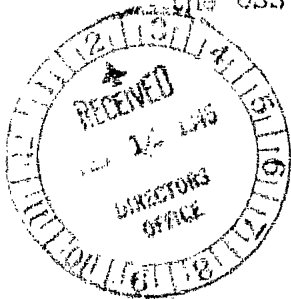
TO: All Administrative Services Field Personnel

FROM: Louis M. Ream

Intensive effort is still being made to build up the Administrative Services organization in the Far East in order that Services can be in a position to properly assume the burdens that it will be called on for in this highly important theater. It is our feeling in Washington that the Services problems in FETO, especially China, will be very complex due to a number of causes, among which are. Hump tonnage, diversification of operations, and widespread location of operations. As of 31 January Services had 24% of the total personnel in FETO. It has been our policy to get Services personnel there first so that Services will be ready to do its proper job. This is further complicated by the fact that there can be no theatre recruitment in either I-CB or SEAC.

We are busily engaged in the usual convolutions, the annual OSS budget, which is to be presented to the Bureau of the Budget this week. There will, of course, be a total reduction in total personnel and a considerable reduction in money, since the greater percentage of procurement and supply will be from material for which OSS does not have to reimburse the Army. The reduction of total personnel in OSS will occur in other theatres to offset the necessary increases in FETO.

Captain Arthur Oppenheimer is now in MedTO setting up the accelerated supply reports system but will be back here in time for the submission of the OSS catalog requirements for the Army.



L. M. Ream
 Louis M. Ream
 Deputy Director
 Administrative Services